FINANCE/GRANTS MANAGER
Urban & Environmental Policy Institute (UEPI)

POSITION SUMMARY

The Urban & Environmental Policy Institute (UEPI) at Occidental College is an applied research and advocacy center with the mission of advancing community-driven programs and policies to build healthy, thriving communities and achieve social, economic, and environmental justice. Through community-based partnerships, students and faculty conduct applied research, evaluation, and policy analysis, community education, policy advocacy, and grassroots organizing and coalition building.

UEPI is a grant supported center which provides administrative support for community-based programs and affiliated faculty in the Urban and Environment Policy academic department (UEP) and faculty at the College. UEPI’s 9 professional program staff work closely with students and community-partners in community-based research and programs in Los Angeles and nationally.

The UEPI Finance and Grants Manager is a 75-100% FTE position that provides contract and grant support to UEPI program staff and faculty Principal Investigators (PIs). In a highly collaborative team setting, the Finance and Grants Manager supports program staff and PIs to navigate the college’s administrative processes and work with funders to submit proposals and administer funding. This position is responsible for coordinating the development, administrative management of grants in conjunction with the College’s Business Office. The Finance/Grants Manager also interfaces with funding agencies/organizations as necessary.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Provide administration for the grants process throughout all pre- and post-award stages including the following:

Pre-Award Responsibilities:
- Work with Executive Director, program staff, and faculty PIs to develop program, specific grant, and overall organizational budgets. Includes training and providing support on grants compliance to College policies and procedures.
- Provide administrative support to program staff in preparing new proposals for submission, including internal Requests for Proposals (RFP), program budgets, budget narratives and other forms as required.
- Support program staff and faculty PIs in other areas of the grant writing process including editing, gathering ancillary materials, being a resource for college integration (knowing which departments are involved, who to approach, and how much time is needed to obtain documentation).

Post-Award Responsibilities:
- Work with UEPI staff and faculty to monitor and document grant expenditures and grant funded activity to ensure compliance with College policies, federal, state, and local regulations, and specific terms and conditions of multiple grant awards.
- Create, manage, update budget sheets in Excel. Maintain updates with current expenditures using Argos (college financial system) and monitor project budgets for accuracy, patterns in spending, budget projections, accuracy of general ledger activity and identification of potential problems.
• Provide regular updates to UEPI staff and faculty, including review of budget projections
• Prepare invoices for grants/contracts, as mandated by the funder.
• Prepare and oversee timekeeping records for federal and county grants and contracts.
• Create sub-awards and work with staff and faculty PIs to ensure timely receipt of invoices required reports and other documentation in accordance with College policies and federal, state, and funder regulations.
• Prepare, with input from the program staff, budget modifications as needed.
• Review and communicate award expiration dates, contract and budget modifications, and account payments to the appropriate staff.
• Prepare financial grant reports and review programmatic grant reports and communications with funders and stakeholders for accuracy and compliance prior to submission.
• Responsible for overseeing and preparing materials for all annual, quarterly or “pop” audits on grants, as required.

Payroll & Human Resources Responsibilities:
• Develop income and expense projections.
• Prepare annual salary allocations and projections.
• Prepare forms for new job postings and adjustments to payroll, e.g. annual cost of living increases, equity increases, and/or changes in percent effort
• Review all new job descriptions for accuracy before submission to HR.
• Process faculty and community-partner stipends, as needed per grants.

QUALIFICATIONS

Required Qualifications

• Extensive experience in pre-and/or post-award administration.
• Accounting and finance skills in managing grant accounts and funds, as well as knowledge of generally accepted accounting, fiscal, and reporting principles.
• Working knowledge of contracts and grants transactions and applicable financial systems, as well as related policy requirements.
• Demonstrated working knowledge of applicable federal, state, local, sponsor, and institutional regulations, policies, and guidelines.
• Ability to work independently and collaboratively, anticipate issues, problem solve, present options, be proactive and prioritize multiple projects.
• Excellent verbal and written communication skills; ability to communicate and provide guidance to staff, faculty, and community partners with a wide range of cultural backgrounds, training, and experience.
• Anticipate and adjust to uneven workloads. Flexibility and versatility to contribute to evolving work situations.
• Ability to multi-task in a deadline-driven environment and strong time management skills.
• Experience managing staff, including student interns/workers as necessary.
• Experienced and effective user of Microsoft Suite (Excel, Word, PowerPoint).
• Commitment to the UEPI values of economic, environmental, and social justice.

Preferred Qualifications

• Experience in nonprofit sector, preferably higher education, and/or the philanthropic sector.
• Minimum 4 years of experience with grants/budget management and compliance.
• Knowledge and experience using finance and accounting software, e.g. Argos

Equal Employment Opportunity
Occidental College and the Urban & Environmental Policy Institute is an equal opportunity employer. Underrepresented minorities, women, and LGBTQ candidates are encouraged to apply.
APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

Application review will begin immediately and positions are open until filled.