

The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: GRANTS SERVICES NETWORK FINANCIAL ANALYST
JOB FAMILY: Finance & Accounting
JOB NUMBER: 600005
SALARY GRADE: 7
FLSA STATUS: Exempt

BASIC QUALIFICATIONS:

- Bachelor's degree and 3 years related experience in finance/accounting, business, or equivalent combination.
- Experience with Oracle systems and relational databases.
- Advanced Excel experience.
- Experience in developing, directing, and managing multiple projects.
- Experience implementing strategic program goals.

ESSENTIAL FUNCTIONS:

Provides direct support to the Director, Grants Services, in the administration of TNC's public funds. Prepares schedules for the annual A-133 audit. Gathers source documentation as requested by External Auditors from TNC's financial systems and Grants Specialists in the field. Finalizes the A-133 report for production in coordination with the External Auditor and prepares the Data Collection Form for upload. Assists with state single audits and agency - specific audits, as needed. Performs the analysis of TNC's indirect cost rate and fringe benefit rates for the annual Indirect Cost Rate Proposal to TNC's cognizant federal agency.

Responsible for maintaining the GSN's centralized systems, including the CostPoint award database and SharePoint, in liaison with the Director, Grants Services, and TIS. Supervises the CostPoint Assistant and coordinates the bi-annual certification of CostPoint and SharePoint data. Oversees centralized billing and financial reporting for government awards. Maintains registrations for government online systems and manages field access. Conducts monthly supplier and vendor checks.

Performs financial analysis, comparing estimates to actual results, and recommends corrective actions as appropriate. Generates periodic internal and external reports for field and/or management use, including preparation of the annual USAID PVO report and the annual grant report for the 990. Assists in developing and implementing appropriate systems, policies and procedures related to financial reporting and analysis. Serves as a resource to Grants Specialists in the field on financial matters, policies, procedures, and guidelines, and educates Grants Specialists, as required.

REQUIRED KNOWLEDGE/SKILLS:

- Bachelor's degree and 3-5 years related experience in finance/accounting, business, or equivalent combination; MBA and/or CPA preferred.
- Current knowledge of U.S. Federal government circulars (OMB Circulars A-110, A-122 and A-133) preferred.
- Excellent analytical and quantitative skills.
- Familiarity with Oracle systems and relational databases desired.
- Successful experience in developing, directing, and managing multiple projects and implementing strategic program goals.

COMPLEXITY/PROBLEM SOLVING:

- Work is diversified and may not always fall under established practices and guidelines.

- Designs, implements, and directs multiple complex projects, setting and meeting deadlines and ensuring program accountability.
- Resolves complex issues independently within program area. Experiments to find creative solutions and cultivates the ideas of others to identify potential solutions.
- Acts as a resource to others to solve problems.

DISCRETION/LATITUDE/DECISION-MAKING:

- Acts independently within broad program goals. Work checked through consultation and agreement with others rather than by directives of superiors.
- Makes decisions based on analysis, experience, and judgment.
- Decisions may have program-wide impact and may bind the organization financially or legally.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:

- May supervise administrative and professional staff with responsibility for performance management, training, and development.
- May serve as a team leader for assigned projects and coordinate the work of others.
- Ensures that program complies with TNC policies and procedures and external (GAAP) requirements.
- Gains cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.
- Responsibility and accountability for meeting departmental strategic goals and objectives.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Works with and communicates with a wide range of people – the public, upper management, and partners, including financial/legal advisors. Works in partnership with other in a collaborative or advisory role.
- Solicits program support through clear written communications, including proposal writing and other written materials.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work is performed in a typical office setting.
- Willingness to work long hours as required.
- Works effectively with demanding constituents.
- Occasional travel (less than 25%)

The Nature Conservancy is an Equal Opportunity Employer.