



Bringing back the birds

American Bird Conservancy Grant & Contract Subaward Specialist

Title: Grants & Contract Subaward Specialist

Supervisor: CFO-COO

Location: Open (can be remote or in The Plains or DC office)

Submission Deadline: July 25, 2021

Introduction:

This is a full-time position with American Bird Conservancy that can be either remote or located in one of the ABC offices (The Plains, VA or DC). The Grants & Contract Subaward Specialist for American Bird Conservancy is responsible for all post-award financial reporting requirements on sponsored projects for specified cost centers, including billings on awards, account setup, timely and efficient maintenance, and closeout of sponsored projects. Under limited direction, the Grants & Subaward Specialist researches and interprets applicable regulations, guidelines, and standards, and provides expert advice and oversight to staff in the administration for sponsored projects.

This position requires a broad knowledge of all ABC programs and structure. Work requires initiative, flexibility, accuracy, and attention to detail. The Grants and Finance Coordinator reports to the CFO-COO.

Primary Duties:

- Review financial data for legitimacy, accuracy and allowability of charges in compliance with Uniform Guidance (2 CFR 200).
- Perform Single Audit (A-133) preparation, to include the Schedule of Expenditures of Federal Awards (SEFA).
- Analyze budgetary line items for material deviation.
- Prepare and submit Financial Reports for federal, other governmental, and privately sponsored projects.
- Coordinate across divisions and review submitted documents and submission of timely reports in accordance with sponsor financial reporting specifications.
- Assist with external audit reviews and provide financial and project information for awards within assigned areas.
- Review ledger accounts for Sponsored Projects (i.e. identify and correct accounting errors, request budget adjustments, etc.).
- Review critical award information set up in the financial system.
- Review expenditures charged to sponsored awards for allowability, allocability and reasonableness as per sponsors' regulations.
- Coordinate and/or generate grant reports (both narrative and financial) for submission to agencies and ensure compliance with federal and state grant regulations.



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- Assist in the preparation of annual budgets.
- Monitor accounts in Financial Edge to ensure proper coding and allocation, and prepare adjusting journal entries when necessary.
- Other duties as assigned.

Position Requirements:

1. A bachelor's degree in finance, accounting, business or related field and at least five years of work experience in finance and grants management. A combination of education and related work experience is acceptable.
2. Experience with and knowledge of federal and non-federal sponsor regulations and Uniform guidance, agreement types, and terms and conditions.
3. Knowledge of grants, contracts, MOU's and subaward agreements.
4. Experience in fund accounting and using accounting software is required, with Financial Edge experience preferred.
5. Proficiency with office computers and equipment. Strong proficiency in using Microsoft Excel and Word; knowledge of all Microsoft Office programs is preferred.
6. Ability to work independently, efficiently, accurately, and within deadlines.
7. Ability to work with a wide range of people at all levels.
8. Good organizational and administrative skills.
9. Good communication skills, in person and in writing.
10. Background screening required.
11. Authorized to work in the U.S.

Benefits:

- Benefits include medical, dental, and 403(b) plan.
- Paid vacation days, holidays (10+), and sick leave.

To Apply:

Please submit your cover letter and resume to Bamboo HR at:

<https://abcbirds.bamboohr.com/jobs/view.php?id=110>

American Bird Conservancy values qualifications and competency. As an equal opportunity employer, ABC is committed to ensuring that employees and applicants for employment have equal opportunities regardless of race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, or any other factor unrelated to the requirements of the position.