



Bringing back the birds

American Bird Conservancy Grants & Finance Coordinator

Position Summary:

Title: Grants & Finance Coordinator
Supervisor: Chief Financial Officer
Location: Flexible; (can be remote or in The Plains or DC office)

Introduction:

This is a full-time position with American Bird Conservancy (ABC) that can be either remote or located in one of the ABC offices (The Plains, VA or DC). The Grants & Finance Coordinator's responsibilities include: setting up grants in our financial system; generating post-award financial reports; billings on awards; timely and efficient financial tracking, and grant closeouts. Under limited direction, the Grants & Finance Coordinator researches and interprets applicable regulations, guidelines, and standards accordingly to provide expert advice and oversight to staff in grant administration.

This position requires a broad knowledge of all ABC programs and structure. Work requires initiative, flexibility, accuracy, and attention to detail. The Grants & Finance Coordinator reports to the Chief Financial Officer.

Primary Duties:

- Prepare and submit Financial Reports for internal review for federal, other governmental, and privately funded projects.
- Coordinate across divisions and review submitted documents and submission of timely reports in accordance with funders' financial reporting specifications.
- Monitor program accounts in the financial system to ensure proper coding of allocated expenses, and prepare adjusting journal entries when necessary.
- Review financial data for legitimacy, accuracy and allowability of charges in compliance with Uniform Guidance (2 CFR 200).
- Analyze budgetary line items for material deviation, and work with program staff to implement any adjustments that may be needed.
- Review ledger accounts for grants & contracts (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 grants for allowability, allocability and reasonableness as per funders' regulations.
- Review, finalize, and track spending for subawards. Review any related financial reports and invoices and process any necessary payments.



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- Assist in the preparation of annual budgets.
- Assist with external audit reviews and provide financial and project information for awards within assigned areas.
- 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. Excellent attention to detail.
11. Background screening required.
12. Authorized to work in the U.S.

Benefits:

- Benefits include medical, dental, flex spending accounts, retirement savings.
- Paid vacation days, holidays (10+), and sick leave.

To Apply:

Please submit applications online through BambooHR:
<https://abcbirds.bamboohr.com/jobs/view.php?id=148>

At American Bird Conservancy, we believe that a diversity of backgrounds, perspectives, and skills makes us more effective. We are committed to creating a respectful and inclusive work environment for all of our employees.

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,



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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.