

Finance and Grants Administrator



Organization Texas Network of Youth Services (TNOYS)	Date October 2023
Position Title Finance and Grants Administrator	Location Austin, Texas

POSITION DESCRIPTION:

The Texas Network of Youth Services (TNOYS) seeks an Finance and Grants Administrator to oversee Finance and Grant/Contract Management. The Finance and Grants Administrator will play a crucial role in ensuring the organization's financial integrity and grant/contract management effectiveness. This multifaceted role encompasses various responsibilities, ranging from financial oversight to grants and contract administration. This position will provide guidance on purchasing processes, oversee monthly bookkeeping, and ensure financial compliance with governmental regulations. Additionally, this position will play a pivotal role in grant administration, including proposal development, grant compliance, and monitoring grant-related activities. This position's contributions will aid the TNOYS CEO and Board in making strategic financial decisions, ensuring the organization's stability and its ability to continue making a positive impact.

The Finance and Grants Administrator must value diversity, equity, and inclusion and demonstrate a commitment to positively impact youth outcomes across youth-focused systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services. **Individuals with lived experiences with these systems are encouraged to apply.** This is a new position, as such, we'll be building and adapting the specific responsibilities of the job to best support our team and advance our mission.

Reports to: Chief Executive Officer

Principal Responsibilities:

Finance Management

- Oversee monthly bookkeeping, including reviewing expenses and deposits and managing accounts receivable and accounts payable.
- Provide guidance to TNOYS staff on TNOYS purchasing processes, including document retention.
- Conduct financial modeling and forecasting to support organizational stability and informed fiscal decisions.
- Maintain fidelity of financial records across databases (e.g., QuickBooks and Salesforce).
- Ensure financial compliance with governmental regulations and stay current on

laws.

- Establish policies, procedures, standards, and fiscal controls to safeguard TNOYS' financial health.
- Lead the scheduling and coordination of annual audits and form 990 preparation with TNOYS' auditing firm.
- Provide support and guidance to TNOYS Directors and their teams on finance-related matters.
- Maintain a financial calendar for structured financial task management.
- Support the CEO in developing and overseeing the annual operating budget.
- Collaborate with the accountant to maintain a current Cost Allocation plan.
- Facilitate weekly finance meetings to assess TNOYS' financial health and provide guidance.
- Manage reimbursement and invoicing processes for funds due to TNOYS by grantors, funders, and customers.
- Coordinate with TNOYS' Accountant on finance-related matters.
- Monitor and manage the TNOYS finance email (finance@tnoys.org).
- Other finance duties as assigned by the TNOYS CEO

Grant/Contract Management

- Oversee contract development, including grant and non-grant contracts, and manage related activities.
- Maintain contract standards, including budget presentation, payment terms, language, and provisions.
- Provide support to the CEO in developing grant proposals, LOIs, and grant renewals.
- Ensure accurate entry of grant information into TNOYS' systems and secure associated documentation.
- Assist in grant budget development and execute contract budget amendments and revisions as needed.
- Hold periodic grants status and strategy meetings with TNOYS staff to identify issues and gather input on timelines and deliverables.
- Establish internal policies, procedures, standards, and strategies for sound grant and contract management.
- Ensure compliance with federal, state, and foundation grant requirements.
- Facilitate the Grant Kickoff Process for new and renewal grants.
- Complete grant-required financial reports.
- Manage TNOYS' response to grant monitoring requests.
- Conduct grant training for staff, covering various funding streams and effective funder engagement.
- Manages TNOYS' grant reports calendar
- Monitor and manage the TNOYS grants email (grants@tnoys.org).
- Other Grant/Contract Management duties as assigned by TNOYS CEO.

Qualifications:

- Bachelor's degree in Business Administration, Public Administration, or related field and 5+ years of related professional experience. Lived experience and significant related professional experience (10+ years) in related positions can be substituted for education requirements.
- Proven experience in financial management, including bookkeeping, expense reconciliation, and forecasting.
- Knowledge of financial software such as Quickbooks and Salesforce and governmental finance regulations.
- Ability to work in a fast-paced environment and be a key contributor to our team.
- Strong attention to detail and accuracy; persistent follow-through skills.
- Proven ability to organize, prioritize and complete multiple types of financial and administrative tasks.
- Demonstrated budgeting and cost allocation abilities.
- Experience in reimbursement and grant-related finance management.
- Experience in grant and contract management, including development, standards, and proposal handling.
- Budget development and negotiation knowledge.
- Understanding of federal, state, and foundation grant compliance.
- Has an eagerness to learn, adapt, and improve processes by researching & suggesting new ideas.
- Strength in multi-tasking, goal-setting and problem solving, often under tight deadlines.
- Proficient organizational, written and oral communication skills; ability to effectively communicate to all levels within an organization.
- Must show a high level of discretion with confidential and sensitive information.
- Exceptional organizational and communication skills.

Salary & Benefits:

Competitive annual salary ranging from \$65,000 - \$89,999 depending on qualifications. Comprehensive benefits package, including medical & dental coverage, generous vacation, etc.

How to Apply:

Please send a resume and cover letter to resumes@tnoys.org and write "Finance and Grants Administrator" in the subject of email. Applications will be reviewed and interviews will be scheduled on a rolling basis. The proposed start date of the position is December 1, 2023 or earlier if possible. Applicants will be screened on a rolling basis and interviews will be scheduled as qualified applicants are identified. The final date to submit your application is November 10, 2023.

About TNOYS:

TNOYS works to strengthen services and support for Texas youth and families to help them overcome challenges and achieve healthy development. We work with young people across Texas to center their voices in the policies and programs that most affect them. Our network of members share a vision of Texas where all youth and young adults are valued, their strengths are recognized, their voices are heard and respected, and they have access to the resources, opportunities, and support they need to meet their goals.

TNOYS is an equal employment opportunity employer and strongly encourages diverse candidates to apply. TNOYS does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.