



Job Title:	Senior Grant Specialist
Department:	Finance
Supervisor:	Chief Financial Officer
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	None
Location:	Remote
Travel:	5%
Hiring Salary Range	\$76,000 to \$96,000

Interested applicants should submit their resume and cover letter to resume@hri-online.com to be considered.

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

Position Summary:

The Senior Grants Specialist is responsible for managing a portfolio of public and private grants activities for the organization. This position works under the direction of the Chief Financial Officer of the Finance Unit. Additionally, this position works with Program leadership to manage grant performance and to ensure that grants are maximized.

The Senior Grants Specialist will work under general supervision to administer and facilitate the grant preparation and submission process for the organization. They will advise and assist department heads with grant process and compliance issues related to funding agency regulations and standards; ensures adherence to administrative, fiscal, and accounting policies and procedures related to grant proposals.

The Senior Grants Specialist will participate in the equity-based strategic goals of the unit to meet PHAB's organizational strategic priorities¹.

Position Responsibilities:

- Directly manage the monthly logistics, preparation, and submission of a portfolio of grant invoices as well as periodic reports for a variety of funders.
- Engage regularly with program leadership to manage grant budgets.

¹ [PHAB-Strategic-Plan-2022.pdf \(phaboard.org\)](https://phaboard.org/PHAB-Strategic-Plan-2022.pdf)



- Ensure all grant invoicing is valid within contract guidelines and that reimbursement requests are booked accurately in the accounting system.
- Resolve issues surrounding grant invoices including disallowed expenses or technical issues by working collaboratively with other staff members and funders to ensure positive outcomes and prevent delays in billing.
- Work directly with the accounting team to perform periodic reconciliations of general ledger accounts and prior months to ensure that all applicable expenses are captured in monthly billing.
- Assist with preparation of grant budgets and budget modifications.
- Prepare schedules, special reports, and analyses as required by government and foundation grant program offices.
- Track grant budgets and contractor match requirements monthly to ensure funder compliance and maximum utilization; recommend strategies to ensure spend down.
- Prepare grant variance and other ad hoc reports for management.
- Assist with fiscal monitoring as well as the annual audit.
- Assist with other finance and accounting projects as required.
- Other duties as assigned.

Knowledge and Skills required:

- Bachelor's degree in accounting or related field preferred.
- 4+ years of experience in accounting field
- 4+ years of experience in government grants management or related financial fields.
- Experience working with a complex chart of accounts.
- Experience with Uniform Guidance audits and audits.
- Understanding of general accounting and government grant process.
- Knowledge of GAAP and OMB Circular guidelines.
- Prior experience in non-profits utilizing complex cost allocation systems is beneficial.
- Demonstrated ability to analyze budgets, determine funding allocations and forecast future financial requirements.
- Understanding of allocation methodology.
- Demonstrated ability to work effectively with external partners and/or stakeholders to develop common approaches to address complex issues with a strong preference for candidates with public health experience.
- Excellent written and verbal communications skills as shown by a clear record of accomplishments in professional and technical writing, making ad hoc and planned professional presentations to many audiences.
- Excellent interpersonal, communication, customer-service, and organization skills.
- Excellent ability to work with and support small working groups of professionals.
- Ability to work independently and be self-directed and self-motivated.
- Excellent ability to handle multiple projects and organize materials and people to achieve outcomes within tight timelines.
- Ability to think strategically and translate concepts into programs and products.
- Skilled in the use of technology to manage projects and communicate with diverse audiences.
- Demonstrated experience working collaboratively with peers in a team-oriented environment.
- Proficient in database and computer application systems and computer literacy.

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- Knowledge of Sage Intacct Accounting platform preferred.
- Ability to travel.

Role Impact:

The Senior Grants Specialist contributes to the success of PHAB, under the direction of the Chief Financial Officer. The incumbent contributes to implementation of strategy and grant programs within their unit and across the organization. This position's responsibilities will directly impact several of PHAB's Strategic Priority areas, PHAB's mission in accordance with stated goals and workplans, and will contribute to PHAB's strong financial infrastructure.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is engaged in intentional efforts to advance IDEA as an organization. We are committed to creating inclusive and equitable spaces that reflect our values and culture as an organization and to ensure our employees have the most positive experience as a part of PHAB.

VACCINATION: PHAB recommends but does not require its staff, volunteers, interns, fellows, assignees, and meeting attendees be up to date with an FDA-approved COVID-19 vaccination series, including boosters. Other risk-mitigation measures, such as wearing masks in our offices or in meeting settings are also optional.

EEO STATEMENT: PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.