

Grant Financial Analyst

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

POSITION OVERVIEW

Reporting to the Director of Finance, and as part of the FPHNYC Finance Department, the **Grant Financial Analyst**, will work closely with FPHNYC Grant Managers, to support a portfolio of federal and non-Federal grants by providing ongoing management and preparation of financial grant reporting and analysis. The Grant Financial Analyst will assist the Development team in the preparation of budgets for new grants proposals, ensuring that proposals are compliant with FPHNYC accounting policies and funder requirements including Cost Principle for Non-Profit Organizations. The Grant Financial Analyst will also assist in the financial operations of FPHNYC, providing support for audits, accounts payable, accounts receivable and other areas as needed.

RESPONSIBILITIES

- Assist in program budget development for grant proposals, as well as budget modifications and renewals for existing programs.
- Collaborate with Director of Finance in the preparation of the agency-wide budget process and periodically analyze administrative budget vs actual report
- Assist with single audit and financial statement audit and functional expense fluctuation analysis of changes greater than 10%
- Maintain payroll allocation and analyze payroll expense per the general ledger to the budgeted payroll
- Upload approved budget and maintain accurate budget through the grant year in accounting software (MIP Abila)
- Prepare financial voucher for government and private grant and record account receivable into account receivable log with support documentations
- Analyze encumbrance report and work with appropriate grant manager to modify and or liquidate balances at the end of grant year
- Analyze general ledger to identify unallowable costs charged to grant and process correcting entries accordingly
- Review and approve grant specific expenses and purchase orders in the internal purchase order system (Microix)
- Update financial reports to reflect status of programs on a grant-to-date basis in order to:
 - Track and analyze contract spending by specific funding category
 - Evaluate programs through comparison of actual performance with budgeted/planned objectives
 - Interpret financial information for practical use by Project Directors and Grant Managers, to identify and flag any issues for resolution

- Monitor compliance with grant funding regulations; provide technical guidance to FPHNYC and DOHMH program staff regarding allowable/unallowable costs
- Prepare additional grant-specific reports as needed
- In collaboration with the applicable Grant Manager prepare all interim and final financial reports and submit in formats as required by grant agreements
- Assist with other tasks as assigned

QUALIFICATIONS

- BS/BA degree in accounting, finance, public administration, business administration or a related field, Master's degree is a plus
- Minimum of four years experience in Non-profit organization, Foundation or University as a financial analyst, grant accountant, staff accountant, budget analyst, contract administrator, or equivalent position. Experience working with government grants is strongly preferred
- Possess an understanding of Federal, State and New York City funding and reporting requirements Demonstrates experience in Federal Cost Principles (OMB Circular A-122) and GAAP as it relates to non-profit organizations
- Budgeting experience with ability to develop, monitor, analyze and perform budget forecasting
- Exposure to and understanding of Single Audit, SEFA preparation and Temp. restriction analysis
- Expert-level experience with Microsoft Excel (pivot table, v-look up). Experience using accounting database (MIP) software is preferred
- Must be detail-oriented, proactive and can follow through with instruction and have an ability to carry out work with the highest levels of accuracy and efficiency
- Excellent analytical, problem solving, communication, interpersonal skill and ability to work well with colleagues are highly essential
- Demonstrates ability to translate complex financial concepts for non-financial project managers. Ability to collaborate with a team and provide excellent internal customer service to our program partners at NYC DOHMH
- Demonstrable ability to prioritize tasks according to deadlines and deliver work on schedule with minimal supervision

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

TO APPLY

To apply, send resume, with cover letter including salary requirement and how your experience relates to this position to: publichealthjobs@fphnyc.org indicating "FPHNYC Financial Analyst_ your name" in subject line.

The Fund for Public Health in New York, Inc., is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.