

## **Budgets and Grants Analyst**

This position is a key member of the finance team, responsible for the overall management of the agency's grants and the overall agency budget development and analysis.

### **Responsibilities**

- Develops grant budgets along with program staff, grant writer and grant biller
- Reviews and analyses spending trajectory of grants to avoid carryover requests or over or under spending on a grant
- Leads in preparation, analysis, and monthly tracking of overall agency budget
- Coordinates with staff to figure out solutions to spend down the full grant award, proposes and implements approved solutions
- Prepares financial reports required by funders or reviews reports created by grant billing staff
- Prepares accurate and complete monthly grant and program related financial reports generated from the financial system, and including analysis, and distributes to department leaders, program staff, and the Board
- Meets with department and program leaders to review spending and budgets related to grants
- Reviews and approves journal entries related to the grants
- Ensures all grant revenue and expenses are properly recorded in the general ledger
- Ensures all grant billing is submitted timely and communicates with leadership when there are challenges and proposes solutions to barriers
- Ensures all grant folders and documents are complete and organized including but not limited to all program reports, all invoices, completely executed contracts, notices of awards, and all communications related to the grant when there are challenges
- Maintains grant revenue spreadsheet needed for monthly financials and the yearly audit
- Updates, manages, communicates and appropriately implements the cost allocation plan and the staffing allocation plan including preparation of monthly reports
- Ensures expense loads are updated regularly in the financial software system
- Coordinates with funders and program staff on grants and programs as needed
- Responsible for coordinating and preparing for the single audit
- Prepare for periodic audits and site visits of other third party auditors related to grants
- Problem solving issues on grant priorities with finance staff
- Assists with strategic analysis to result in most effective grant spending
- Stays informed on all grant and regulatory matters pertaining to the grants and recommends appropriate actions to maximize funding and maintain compliance with regulations

### **Requirements**

- A minimum of (5) five to (7) seven years of experience in finance or accounting and budget management and analysis
- Strong Excel skills
- Understanding of financial general ledger systems; preferably Blackbaud's Financial Edge
- Necessary technical skills to use electronic health record, incident reporting system, email, and other information systems
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Strong financial and data analysis skills and ability to effectively communicate analysis in written and verbal communications

- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Federal criminal background check
- 40 hours of work per week

### **Education Requirements**

- Bachelor's Degree in accounting or business or related field required
- If hired, documented proof of highest level of education completed must be delivered on first day of employment

### **Preferred Qualifications**

- CPA
- Masters degree in accounting or business or related field
- Experience with health care and nonprofits or public finance and grants
- Fluent in written and spoken Spanish
- Federally Qualified Health Center (FQHC) experience
- HIV/AIDS Knowledge and Patient Experience
- Experience working with the LGBTQ community

### **Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

CrescentCare is a culturally humble health care facility that welcomes all in the community; however, we want to make a strong statement to the New Orleans community (and communities across America) that Black Lives Matter to us.

<https://crescentcarehealth.org/black-lives-matter>

### **What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery  
Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services  
Food and Housing Assistance • Smoking Cessation • Syringe Access Program  
Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

### **Our Offer to You: An Extensive Benefits Package**

- All Employees are W-2 Status
- Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance
- 11 Paid Holidays, in addition to Vacation and Sick Days
- Medical Insurance (Two Plan Options)
- Vision Insurance
- Long-Term Disability
- Short-Term Disability

- 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution
- Discount Programs

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://crescentcarehealth.org/contact/join-our-team/>

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*