



## Fiscal Manager

Deep South Center for Environmental Justice (DSCEJ) is now hiring a **Fiscal Manager** with Federal Grants experience.

### About Us

The Deep South Center for Environmental Justice (DSCEJ) is a nonprofit organization dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. Learn more at [dscej.org](https://dscej.org).

### Position Summary

The Fiscal Manager will oversee the day-to-day management of DSCEJ's fiscal priorities, ensuring alignment with the Center's business objectives and goals. Additionally, the Fiscal Manager interfaces with Federal Agencies, external partners, consultants, vendors and internal staff regularly to support daily finance and operational needs for the Center - including programmatic, federal and organizational requirements. The ideal candidate will be a strategic thinker with a results-oriented mindset and a demonstrated ability to drive financial compliance practices. This individual must work well independently and within a team environment. The Fiscal Manager reports directly to DSCEJ's Executive Director and CFO and works closely with Program Managers and the Operations & Finance Manager.

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### Duties & Responsibilities

#### ***Financial Analysis and Reporting***

- Provide timely and insightful financial analysis, reporting, and recommendations to executive leadership.
- Monitor key performance indicators (KPIs) and financial metrics across grants, programs and operational budgets to identify areas for improvement and optimization.
- Conduct in-depth variance analysis and trend analysis to drive operational efficiencies.

### ***Federal Grant Compliance and Risk Management***

- Ensure compliance with federal grant regulations and demonstrate competence with federal reporting portals.
- Ensure compliance with accounting standards, and internal controls across all grants and program budgets.
- Identify and mitigate financial risks associated with operations, implementing appropriate controls and risk management strategies.
- Oversee financial audits and reviews, liaising with external auditors and ensuring adherence to compliance requirements.

### ***Federal and Non-Federal Grants/Programs***

- Provide timely financial statements consistent with monthly/quarterly/year-end timelines.
- Work closely with Grants and Programmatic leadership teams to provide financial support with budget development, reconciliation, tracking and reporting.
- Lead Departmental monthly financial review meetings.
- Assist in the preparation of financial analysis of strategic initiatives.
- Assist with completion of the annual budget and benchmark reporting data associated with all grants and programs.
- Interact and work positively with program managers regarding various accounting functions that affect their departments.
- Research and respond to financial inquiries from internal managers and communicate findings clearly.

### ***General Finance Management***

- Maintain / improve internal controls including oversight of account reconciliations and cash management.
- Support CFO with management of general operational budget and monthly reporting, ensuring annual projections are measured and achieved.
- Identifies and implements department efficiencies.
- Oversee individuals (direct reports and cross-functionally) with accounting responsibilities to ensure accuracy and accountability.
- Ensure that all deadlines are met in accordance with company closing dates.
- Assist in the preparation of the annual audit workpapers.
- Contribute to the preparation of the annual budget.
- Ensure compliance with all federal, state, and local regulations as it pertains to the organization's financial reporting.

### ***Technology***

- Utilize knowledge of accounting software (ie. Quickbooks and Beanworks)
- Proficiency in Microsoft Office Suite and Google Workspace for efficient data entry, budget tracking and word processing.

## Qualifications & Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, or related field;
- MBA or advanced degree preferred.
- 7+ years proven work experience in the accounting field
- Supervisory experience
- Strong financial and business acumen, with deep expertise in financial planning, analysis, reporting, and forecasting.
- Excellent leadership and communication skills, with the ability to collaborate effectively with diverse teams and stakeholders across the organizations.
- Prior experience in supporting non-profit organizations is preferred.

## Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate the office.
- Must be able to lift fifteen pounds at a time.
- Occasional travel required.

## Salary & Benefits

- Competitive salary range: \$80k-\$90k commensurate with qualifications and experience
- Medical: Health, Dental, Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D

## Location

- Hybrid (3 days/week in office and 2 days/week remote)
- Must live in the Greater New Orleans area (or be willing to commute)
- Office Location: 9801 Lake Forest Blvd, New Orleans, LA, 70127

## How to Apply

- Please email the following to [operations@dscej.org](mailto:operations@dscej.org):
  - A detailed cover letter highlighting your interest and applicable experience
  - Your resume
- Include “**Fiscal Manager**” in the subject line.

*Please note that DSCEJ is not able to provide sponsorship for employment visas.*

## **EEOC Statement**

*It is the policy of the Deep South Center for Environmental Justice to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law.*

## **More about the DSCEJ**

The DSCEJ was founded by Dr. Beverly Wright in 1992 in collaboration with community environmental groups and universities in the Southern region to advance environmental justice. Since this time, the DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

The DSCEJ provides opportunities for communities, scientific researchers, and decision makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. A major goal of the Center continues to be the development of environmental justice leaders in Black and other communities of color along the Mississippi River Chemical Corridor and the broader Gulf Coast Region.

To learn more, please visit [www.dscej.org](http://www.dscej.org)