



Job Title:	GRANTS FINANCIAL ANALYST
CCFH Program:	Finance Department
Location:	Durham, NC
Position Type:	Full-Time

JOB DESCRIPTION

Position Reports to: Grant & Finance Manager

Center Description: The Center for Child and Family Health (CCFH) was established in 1996. CCFH is a community-based nonprofit organization involving collaboration with Duke University, the University of North Carolina at Chapel Hill, and North Carolina Central University. CCFH’s mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance. CCFH staff and faculty include clinicians, researchers, nationally-endorsed trainers in evidenced-based treatments (EBTs), and clinical and implementation experts. CCFH is located in Durham, North Carolina, and is a community treatment and services site in the National Child Traumatic Stress Network.

Occupational Summary: This position will perform a variety of complex financial and record-keeping functions of the grant process. Ensures accurate financial reporting and procedural compliance on all grants. Responsibilities include reviewing financial reports, budget preparation and analysis, reconciling accounts, monthly and year-end closings, and assisting with other projects assigned. This position requires strong non-profit accounting skills, grants accounting experience, and excellent communication and people skills. The Grants Financial Analyst will be responsible for administrative and technical guidance and support to management and faculty including researching and interpreting relevant regulations, guidelines, and standards. This position will also collaborate with people at all levels and in various departments, both internal and external, in the non-profit organization.

Work Performed:

- Works with program staff to ensure an accurate, timely, and efficient process for the entire grant life cycle, from proposal to close. This requires pre-award management, tracking payments, reviewing or producing reports, monitoring and post-award management.
- Reviews grant proposals and makes recommendations.
- Identifies and resolves compliance issues.
- Serves as the subject matter expert on grant compliance.
- Prepares budgets associated with grants. Monitors grant adherence to budget and investigates variances.
- Inputs grant information in the financial system.
- Prepares and submits financial reports.
- Serves as primary financial liaison with grantors including supplying information to grantors.
- Manages the invoicing processing and tracks expenses for grants.
- Makes adjustments to general ledger.
- Submits draw down requests and reconcile deposits.
- Special projects as assigned.
- Perform all other duties as assigned.



The above statements describe the general nature and level of work being performed by individuals assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Salary Range: DOE

Required Qualifications at This Level Preferred

Education/Training:

- B.S. degree in Accounting or Finance or a directly related business field

OR Experience:

- 7 years or more experience in accounting or business field
- Experience in accounting practices involved in maintaining more complex financial records
- Reconciling account information
- Grant experience

Skills: Advanced level of proficiency in Quickbooks, Bank Reconciliation, Cash Management/Cash Flow, General Ledger, Intermediate MS Excel, Grant Submission, Access, PowerPoint, Outlook, and web applications. Ability to manage multiple tasks and manage complex reports. Willingness and ability to work as part of a team to complete tasks. Ability to professionally interact with, and work with Principal Investigators and staff members. Effective verbal and written communication skills. Highly organized with attention to detail. Strong interpersonal skills and ability to manage multiple priorities simultaneously.

The Center for Child & Family Health (CCFH) is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, disability, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation or preference, or veteran status. CCFH is committed to building a diverse team based on the principles of excellence, fairness, and respect. As part of this commitment, CCFH actively values diversity in the workplace and seeks to take advantage of individuals' rich backgrounds and abilities. We strongly encourage candidates of color to apply.



APPLICATION INFORMATION

Please email resume and letter of interest to Bessie C. Givens via email at Bessie.cookegivens@duke.edu The subject line to read: GRANTS FINANCIAL ANALYST Thank you.