



JOB DESCRIPTION

Senior Grants and Finance Officer

Position Title

Senior Grants and Finance Officer

Location

PADF Headquarters in Washington, D.C. with some travel to Latin America and the Caribbean required.

Supervision

Reports to the PADF's Cuba Development Initiative Director.

Education Required

BA/BS in Accounting or equivalent.

Language Proficiency Required

Fluent Spanish speaker strongly preferred.

Other Requirements

At least five years experience in not for profit or government contracting environment, or at least three years experience in equivalent position, advanced knowledge of accounting software (Microsoft Dynamics GP and Access preferred), advanced level of cost reimbursement project-based accounting, thorough knowledge of OMB circulars A-110, A-122 and A-133, strong interpersonal skills and demonstrated skill in engaging the cooperation of others, ability to work with a great deal of independence.

Start Date

Position is available immediately.

General Description

The Senior Grants and Finance Officer will: ensure day-to-day compliance of all Program activities with applicable regulations including reviewing all payments, contracts and subawards; analyze financial reports from sub-awardees; prepare Federal Reserve Line of Credit drawdowns; conduct Program financial forecasting and manage budgetary planning system parallel to financial system to ensure spending in accordance with approved budget; maintain inventory tracking database; prepare close-out documentation at end of funding cycles in compliance with government regulations and lead the preparation of proposal budgets and amendment requests in collaboration with Program staff; assist with annual audits. In carrying out these functions, incumbent will work within overall PADF policies and procedures and coordinate with PADF's Grants and Contracts Manager and Office of Finance.

EOE/M/F/D/V