



Position Title: Finance & Grants Analyst
Salary Range: Commensurate with experience
Location: Washington, D.C.
Reports To: Director, Financial Planning & Analysis

Purpose and Description

Under the supervision of the Director, Financial Planning & Analysis, the Finance & Grants Analyst will have direct responsibility for the financial review and administration of Federal and private grants and contributions, including preparing and reviewing proposal budgets and financial reports, tracking accounts receivable and expenditures, and ensuring compliance with Generally Accepted Accounting Principles (GAAP) and federal rules and regulations; assists in the preparation of budgets and forecasts, maintains the reporting database, and prepares monthly and ad hoc financial reports.

Essential Functions

Pre-award Grants Management

- Maintain the grant proposal budget models in Excel
- Review grant proposals prior to submission

Post-Award Grants Management

- Grants Management
 - Develop and maintain grants management calendar
 - Setup new grants in accounting system, reporting system, timesheet system, and grant tracking tool
 - Prepare internal grant reports as requested by program staff
 - Meet with program staff regularly to review their financials
 - Proactively review grant financial reports to ensure compliance with grant requirements, internal policies and procedures, GAAP, and Federal rules and regulations. Work with program staff to identify and rectify compliance and financial issues
 - Prepare grant financial reports, invoices and payment requests
- Accounting
 - Prepare monthly grant revenue recognition entries
 - Reconcile monthly unbilled accounts receivable
 - Prepare monthly reclassification entries
 - Determine monthly release of restricted funds
 - Assist with annual audits

Grant Closeout

- Prepare final reports, working closely with program staff
- Complete final invoices and drawdowns
- Close out grants in accounting system, reporting system, timesheet system, and grant tracking tool

Financial Planning, Reporting & Analysis

- Maintain the reporting system, which is currently in Excel
- Assist with the development of annual budgets and quarterly forecasts (currently in Excel), including preparing templates, working with staff to complete the templates, consolidating the budget, and developing reports
- Prepare monthly actual and budget-to-actual reports

- Develop ad-hoc reports and analyses

Other duties and special projects as assigned

Minimum Qualifications

Experience/Education

- Bachelor's Degree in Finance, Accounting, Business Administration related fields
- Minimum of two years of professional experience; experience federal funding of non-profit organizations, preferably in a grants analyst or grants management role, preferred.
- Experience with financial planning, reporting, or analysis required
- Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position

Knowledge, Skills, and Abilities

- Knowledge of federal grant rules and regulations.
- Proficiency in data management, with intermediate or greater knowledge of Excel, including pivot tables, VLOOKUP, HLOOKUP, etc.
- Experience using Accounting/ERP systems.
- Professional demeanor and ability to communicate and interface with all levels of management and staff, with an emphasis on customer service.
- Ability to explain financial matters to non-finance personnel.
- Keen analytical, organizational, and problem-solving skills.
- Effective oral and written English communication skills.

Physical Effort and Dexterity

Not applicable

Environment and Scheduling

- Interest in working with an international not-for-profit professional exchange organization
- Interest in working within a diverse work environment

This position is classified FLSA exempt.

Employer's Statement and Rights

This position posting does not list all the duties of the job. If an offer is made, you will be presented with a detailed job description. Applicants will be evaluated based upon their demonstrated ability to perform the tasks listed above, and their education and experience. The employer has the right to revise this posting at any time. Neither this posting nor the job description is a contract for employment. Meridian is an Equal Opportunity Employer.

How to Apply

Qualified candidates should apply by e-mail only to HR@meridian.org. Subject line should read "**Analyst**" only and a cover letter, with salary expectations, and resume should be attached. Only candidates being considered for this position will be contacted. Submissions which do not follow the above instructions will not be considered as applicants. NO PHONE CALLS in reference to this position will be accepted.