



POSITION ANNOUNCEMENT Reno, NV

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Grants Analyst Finance

Application Deadline: Open Until Filled

Salary Range: \$47,500 – \$61,500 per annum, DOE
FLSA Status: Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization, is seeking applications to fill the position of **Grants Analyst in Reno, NV**. This position will build on the NCJFCJ's exceptional 85-year record of improving courts and systems practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

This full-time Grants Analyst position is located in Reno, Nevada. Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, fishing, and mountain climbing are all activities Reno residents and visitors enjoy. For more information, please visit: <https://www.washoecounty.gov>.

The **Grants Analyst** position serves as a liaison between the Finance Department and federal funding agencies, the Juvenile and Family Law program, and administrative programs regarding all aspects of funding. This position also regularly performs bank reconciliations, and serves as a backup for other Finance staff and accounting functions as needed.

The successful applicant for the **Grants Analyst** position will provide accounting support and perform tasks including:

- Develop, analyze, interpret, track, manage, and prepare projections for all aspects of various projects' budgets
- Effectively communicate in both verbal and written form

- Work closely with the program directors on administering of projects within a budget
- Coordinate and provide all budget-related expenditures and related reports
- Accurately code invoices, expenditures, etc., and relay all for processing
- Process travel expense vouchers
- Generate conference approval forms/post event reports
- Be familiar with all grant-related compliance issues
- Maintain positive collaborative relations with co-workers, federal grant monitors, administrators, partners, and others
- Operate independently and within a team
- Follow a project through to completion
- Be flexible in response to a changing workload
- Travel may be required on an infrequent basis

The key desirable and preferred requirements for this position include:

- Undergraduate degree in the field of business, finance, or accounting
- Three or more years of related experience in grant administration, financial analysis, budgets, forecasting and accounting
- Proficiency in Microsoft Office Suite (emphasis in Excel) and accounting software; MIP preferred
- Experience in a non-profit environment is preferred
- Certification in Federal Grants Financial Management preferred

For more information regarding the work experience, educational requirements and essential job functions, please refer to the **Grants Analyst** job description attached.

The successful applicant for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following:

- Tailored Letter of Interest
- Résumé or CV

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

GRANTS ANALYST

Job Data	Pay Grade: PRO1 FLSA Status: Exempt Reports To: Financial Grants Manager; Director of Finance Date: October 21, 2022
Job Summary	Grants Analyst manages grant funding available to reporting program or department. This position will serve as a liaison between program or department, and Finance regarding all aspects of grant funding.
<p><i>In the performance of their respective tasks and duties, all employees are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, staff, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization's resources 	
<p>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Provide fiscal leadership within the program or department with respect to all grant-related accounting functions • Responsible for all liaison work and coordination between programs or departments • Create budgets in collaboration with both program or department management and the Director of Finance • Incorporate budgets into grants, working closely with and communicating to all program or department managers • Accurately code all invoices, expenditures, etc., and prepare for processing • Process travel expense vouchers, generate conference approval forms, and post event reports • Relate and communicate the needs of Finance and internal program or departmental accounting functions to others within program or department • Attend meetings as needed • Attend ongoing training seminars for both program, department, and Finance • Other duties as assigned*

JOB DESCRIPTION GRANTS ANALYST

<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Undergraduate degree from an accredited university in the field of business, finance, accounting, or public administration • Advanced degree preferred • Three to five years related experience in grants, budgets, and government funding, or • Equivalent combination of education and experience in a relevant field • Familiarity with grant-related compliance issues preferred • Experience in non-profit or grant-funded environment preferred
<p>Knowledge, Skills, and Abilities (“KSAs”)</p>	<ul style="list-style-type: none"> • Ability to analyze, review, and interpret data • Ability to prepare future projections and report all aspects of grant-funded budgets • Ability to coordinate between programs or departments and provide all budget-related spending and expenditures and related reports • Knowledgeable about the management and workings of grants, including the complexity and understanding of deliverables • Ability and experience to become an integral member of the grant creation team • Knowledge of administrative, clerical, and office procedures and systems • Must possess strong computer skills and proficiency utilizing various software programs such as Microsoft Office Suite (Word, Excel, Access, PowerPoint, etc.), accounting software (MIP preferred), iMIS database or other database management programs • Ability to manage files and maintain records • Ability to learn terminology and follow policies and procedures related to grant-related compliance issues • Strong, effective communication skills, both verbally and in writing • Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • Knowledge of proper telephone and email practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p><i>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office environment • Evening, weekend, holiday, and overtime work may be • Infrequent travel, locally and nationally, may be required

****The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.***