POSITION DESCRIPTION

TITLE: Finance/Data Manager - Grants and Foundation

GRADE: CCRIPSA 12

REPORTS TO: Director, Institutional Advancement

BASIC FUNCTION: To oversee all fiscal duties related to grants and the CCRI Foundation and to manage the Foundation database

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all of the financial responsibilities associated with the Office of Institutional Advancement including the CCRI Foundation

- Collaborate with the Grants Writer/Manager to ensure quality of and timeliness of proposal submitted for funding.

- Review and process grant budget worksheets and modifications in preparation for submission to funding sources.

- Monitor grant expenditures to ensure fiscal integrity of grant projects.

- Provide an annual training workshop for potential grant writers on workbook and budget development.

- Staff the Foundation Finance Committee.

- Oversee the Foundation’s short and long term investments.

- Serve as the liaison with the Foundation’s investment company.

- Manage the Foundation’s annual audit process and coordination with its external auditors.

- Monitor receivables and payables.

- Manage the Foundation’s database.

LICENSES, TOOLS AND EQUIPMENT:

Knight Campus
400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345
Personal and mainframe computer systems and software, telephone, calculator, fax and copy machine.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s Degree in accounting, finance, or management related area required with 3-5 years of successful experience in grant fiscal management. Experience working for an organization with a complex, integrated, automated management information system with the ability to prepare and adjust trial balances and financial statements highly desirable, preferably in a College or non-profit agency setting. Public accounting experience and familiarity with FASB/GASB accounting principles preferred. Working knowledge of Microsoft Word and Excel required. Must possess strong interpersonal skills as well as be able to communicate effectively both orally and in written form. Must be able to work independently and have excellent written skills, outstanding organizational and facilitation skills, and strong analytical skills. Must be able to work accurately and efficiently in a deadline and detail-oriented environment.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.
TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.