



**Company:** Indiana Black Expo, Inc.

**Job Title:** Grants Administrator & AR Manager

**Department:** Administration

**Reports To:** Chief of Staff

**Employment Status/Method:** Full-Time/ On-site

**Location:** Indianapolis, Indiana

**Travel:** 10-15%

**About Us:** Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

*Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.*

### **Financial Grant Administrator and Accounts Receivables Manager**

#### **Job Summary:**

The Grant Administrator and AR Manager will be focused on the coordination, reporting and deliverables for all youth and family grant funded programs. This position is responsible for managing Indiana Black Expo, Inc. grants including report writing, report submission, systems-based grant tracking, grant tracking management, and identifying and evaluating new foundation funding opportunities.

#### **Grant Financial Administrator Role**

This position reports to the Chief of Staff or a similar position. The position works closely with department heads and performs fiscal and administrative duties as it relates to compliance and administration of budget line items and financials for all grants. The position is responsible for interpreting IBE policies, ensuring that operational activities comply with policies and procedures of IBE and all grantors. The Administrator serves as a liaison with all departments as it relates to grant compliance, including the tracking, monitoring, and reporting of budgetary line items. The impact and scope of these duties, along with the accounting, auditing, contract, and legal compliance duties require the use of discretion and judgment on matters of significance to IBE.

#### **Duties:**

The following list provides examples of the most typical duties for the position in this job class. Individual position may not include all the examples listed, nor does the list include all the work that may be assigned to the position in this job class.

- Develops and implements business and fiscal processes to ensure compliance and good stewardship of IBE's resources.
- Reviews and manages the financial reports of the finance team and applies accounting techniques to a variety of analysis and corrections.
- Monitors and corrects errors in budget transactions on all grants and agreement deliverables.
- Reviews and confirms the eligibility of these budget transactions and evaluates the effect each has on effort reporting and cost sharing commitments.
- Reviews contract terms and conditions to ensure reporting periods and requirements are communicated at the on-set of the project.
- Builds appropriate and complete recordkeeping controls to maintain IBE's official records of grants, professional service agreements or similar commitments.
- Sets up the grant budget, including cost sharing, and ensures all documentation and responsibilities required by IBE are communicated to department heads and grant staff.
- Provides assistance with modifications to budget items. Monitors cash, budget, and expenses and is responsible for the overall financial management of projects to ensure these transactions agree with the awarded contract terms and IBE's policies and objectives.
- Manages and/or participates in special projects and analysis work, such as physical moves, reorganizations, institutional effectiveness plans, development of program metrics, and specialized research related to grant opportunities.

### **Accounts Receivables Manager**

This position is also responsible for executing sound fiscal management and strategies that impact the entire organization. The Manager consults with department leaders regarding practices and other financial matters, provides weekly receivables reports to departments, prepares and mails all current and outstanding receivables; conducts data tracking and weekly collection calls for outstanding obligations for all clients/contracts; conduct data tracking using financial software and manual financial operations. Reconcile all monthly credit card statements; and perform other duties and tasks during high peak times as assigned to support the overall team.

### **Education/Qualifications/Skills:**

- Bachelor's degree required with a minimum of 5 years of progressive work experience in the non-profit sector, government grant/project reporting, foundation grant/project reporting experience, financial management, and project management is highly desirable
- Excellent writing and editing skills, including the ability to convey seemingly complicated projects in a compelling and persuasive manner
- Knowledge of grant application processes as well as the principles and practices of grant preparation and administration

- Ability to identify and articulate specific organizational needs, which can be expressed as funding priorities.
- Outstanding organizational and interpersonal skills; ability to work under pressure and against deadlines.
- Strong computer skills, including proficiency in Microsoft Word and Microsoft Excel.
- Demonstrated ability to function effectively in a fast changing, deadline-driven environment.
- Energetic, flexible, and organized with ability to plan, take initiative, prioritize tasks independently, and manage multiple projects and deadlines without losing attention to detail.
- Ability to work with diverse staff.
- Proficient with Microsoft Office Suite or related software required
- Willing to work non-traditional hours pending program needs to include some weekends

**Benefits:** Some key benefits include but are not limited to the full benefits package (Health/Dental/Vision/Life/Retirement) 10 Paid Holidays per year, Wellness Benefits, and more.

**Working Conditions/Physical Requirements:**

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times
- Ability to walk long distances and stand for periods of time

To apply please send your cover letter and resume to [humanresources@indianablackexpo.com](mailto:humanresources@indianablackexpo.com).