

Government Grants and Contracts Coordinator

NYCP is seeking a Government Grants and Contracts Coordinator to be responsible for coordinating the process of claim and report submission, applications for funding, vouchering for reimbursements, communications with appropriate program officer representatives, ensuring contract compliance and providing supporting documents for grant and funding requests. The person will work with Program Directors, under the direct supervision of the Senior Director of Finance, with support of the Senior Director of Development and Communications and Grant Writer.

Responsibilities:

- Maintains documents in the Documents portal/Gateway.
- Manages grant claims in compliance with funding source budgets and requirements.
- Creates, traffics, and files all documents needed for grant contract packages.
- Ensure compliance with donor requirements by tracking the terms and conditions of grants and contracts and monitoring grant periods and spending trends.
- Works with program teams to secure any award modifications on a timely basis.
- Assist with the agency financial reporting and budgeting process.
- Monitor contracts/grants performance for key contracts.
- Work with Program Directors and Finance team to review vouchers for funding contracts.
- Analyze, distribute and present financial reports to stakeholders.
- Approve journal entries related to contracts/grants revenues and expenses.
- Supports program in preparation of budgets and budget modifications.
- Works with Program and Finance staff and Office manager to ensure proper allocations and coding.
- Assist with program and annual audits. Liaises with funders and program.
- Works on diversified projects and reporting as appropriate, including private reporting as assigned.
- Works alongside the Grant Writer to develop application materials and set up meetings with elected officials, delegations, committees.
- Contribute as part of teams developing proposals and reports for major rfps. Collaborating with the Grant Writer, Program Directors, Senior Managers and others as needed.
- Financial analysis, knowledge of non-profit accounting and financial reporting. Grants analysis and knowledge of city, state and federal funding sources.
- Ability to support and work well with a diverse group of people. Familiarity with financial non-profit software.
- Notary Public License a plus.

Requirements:

- At least 3-5 years of experience in this area with a Bachelor's degree or 8 years' experience in this area with an Associate's degree.
- Fluency with budgets, spreadsheets, and various computer programs required.
- Strong oral and written communication skills.
- Excellent interpersonal skills.
- Evidence of strong time management, organizational and customer service skills.
- Knowledge of GAP, FEZ and grants gateway preferred.

- Ability to work collaboratively with all levels.

What We Offer

- Medical, Dental, and Vision benefits.
- 403 B Retirement benefit.
- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.