



TITLE: Budgeting & Reporting Specialist

LOCATION: Hoboken, NJ

CLASSIFICATION: Exempt

REPORTS TO: Grants Administration Supervisor

PROGRAM: Non-Program Related

SALARY RANGE: TBD

DEPARTMENT: Finance

EMPLOYMENT STATUS: Full Time/Schedule varies based on program needs and regularly includes evenings/weekends.

ESSENTIAL FUNCTIONS:

- Prepares and processes budget transfers to reflect change in approved budget lines, ensuring that allotments expensed are in compliance with the agency policies and procedures and grants requirements.
- Submits timely and accurate budgets, budget modifications and reports according to grants requirements. Ensures presence in all required grants meetings.
- Prepares the analysis of funding and funding allocations when needed.
- Prepares detailed budget, charts, tables, and spreadsheets, as needed, in support of a variety of budgetary analyses and special projects.
- Prepares analyses for use by senior management when making agency planning, budget, and other presentations.
- Provides budget recommendations to respond to a wide range of issues.
- Develops, formulates, and recommends funding scenarios to address concerns and facilitate resolution.
- Develops cash-flow projections for self-supporting and/or fee-funded activities.
- Drafts various correspondences, as needed.
- Assists in the monitoring of funding requests sent to the Office of the President, and implementation of new resource allocations.
- Reviews funding requests and drafts allocation letters to respond to a variety of funding commitments.
- Provides support to the Finance team and the other departments as needed on budgetary, fiscal, and private fee issues including resolving budgetary problems and understanding or applying budget policies.
- Perform any other duties as assigned in support of agency and program needs and operations.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- Bachelor's in Accounting or related field
- 3 years' job-related experience or equivalent combination of education and experience.
- Proficient computer skills, including data base systems, and access to email and internet.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- 5 years' experience in grants and reporting.

Submit resume to hr@hopes.org

HOPES CAP, Inc. Is an Affirmative Action/EEO Employer
HOPES CAP, Inc. is an At-Will Employer