



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

JOB ANNOUNCEMENT: Grant Finance Manager

Position will remain open until filled

Who we are: CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California 50 years ago, our roots now span the breadth of North America, and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

Position Summary:

The Grant Finance Manager manages the finance functions of multiple complex, time-sensitive grant projects to delivery in accordance with all established best practices, grant requirements, and associated regulations with a high level of quality and integrity.

This is a full-time, salary exempt position that reports to the Finance Director and works closely with the development and program staff in support of all grant activities. This is a remote position.

Essential Responsibilities:

- Administer the complete life cycle of small and large state and federal government and private grant contracts and subcontracts, including but not limited to managing grant financial reporting, monitoring the budget and spending status of assigned grants, and ensuring requirements for monitoring and financial reporting are met for all federally funded grant programs as required by 2 CFR Part 200.
- Collaborate with program staff to prepare and manage grant budgets including initiating budget revisions or amendments as necessary with the collaboration of accounting department staff and the program and development staff.
- Partner with the Finance Director and appropriate staff on the development of the organization's annual internal budget and financial projections by developing multi-year program budgets, accountability tools, and projections for grant funded programs.
- Develop and implement policies, internal controls and internal systems for all aspects of grant finance management to ensure compliance with GAAP accounting standards, grant requirements and 2 CFR 200 rules for Federal grant awards.

- Prepare, complete, submit and ensure accuracy and timeliness of all financial and close-out reports for all grants. Assist with financial oversight and management of grant award funding and communicate with sponsor on questions/issues.

Specific duties

- Develop and implement systems to track reporting deadlines and requirements for all grant funded programs and to organize all grant finance documentation and records in a clear and consistent manner.
- Manage time tracking system for all grant funded positions and analyze allocable expenses to ensure compliance with all funder requirements and policies, including 2 CFR Part 200 for Federal Awards.
- Prepare and submit grant financial reports.
- Develop budgets for new grant proposals, monitor budget vs. actual results for individual grant programs on a monthly basis, and recommend grant budget revisions when needed.
- Review all costs allocated to grant awards to ensure they are reasonable, properly allocated and in compliance with the grant provisions.
- Track and allocate indirect costs that are allocable to grant programs on a monthly basis, ensuring that all indirect costs allocated to each grant are allowable in accordance with grant provisions.
- Calculate and prepare applications to the federal government to establish and renegotiate the organization's federal indirect cost rate (NICRA) as needed.
- Manage system to ensure correct allocation of staff salaries and related costs charged to all grant awards.
- Coordinate the collection and review of subcontracted agencies' grant financial reports. Review these reports and monitor the subcontracted agencies' compliance with federal regulations applicable to their subaward.
- Oversee and track all payments to subcontracted agencies for grant funded projects in accordance with budgets and subaward agreements.
- Facilitate and participate in all audits related to grant finance and compliance including the Single Audit process for federally funded awards.
- Manages the Foundation Accounting Specialist according with the principles in CCOF Manager of People Guidebook.

Required Qualifications:

- BA/BS degree in business administration, nonprofit financial management, economics, public administration, or accounting.
- Demonstrated proficiency with a minimum of three years of hands-on experience in effectively managing grants and overseeing financial operations within the nonprofit sector. This includes working knowledge of grant management processes, budgeting, financial analyses and interpretation, financial reporting for a diversity of government and private funders, and relevant regulations and requirements to meet government reporting

requirements for grant financial activities, including the Code of Federal Regulations/OMB Uniform Guidance. Experience with Single Audit process for government awards.

- 2+ years of supervisory experience in accounting/finance/nonprofit administration or other applicable field, demonstrating ability to build relationships, build trust, share ideas, and accomplish work. Help others become more effective through strengths, expectations, and coaching. Embrace change and set goals that align with the organization's vision. Encourages others through positivity, vision, confidence, challenges, and recognition. Hold yourself and your team responsible for performance.
- Competency using accounting/financial software, spreadsheets, and data management systems.
- Excellent communication skills: demonstrates exceptional proficiency in conveying ideas and information through articulate written expressions and clear verbal communication, fostering effective and engaging interactions.
- Highly organized, motivated, and detail-oriented: Plans ahead and finds alternative paths when needed to accomplish a task.
- Critical thinking and problem-solving ability: adapts to the evolving needs of the organization and thinks ahead to develop solutions to challenges.

Desired Qualifications:

- Experience negotiating federal grant indirect cost rates (NICRA).
- Proficiency with Quickbooks accounting software and experience using Class tracking system in Quickbooks.
- Experience with Salesforce software
- Experience designing and managing time tracking systems for employees.
- Experience building large complex budgets.
- Experience with SAM.gov reporting system.

Physical and Travel Requirements:

- Domestic travel required for CCOF staff events/team building events 2 – 3 times per year
- Ability to lift 20 lbs. from ground to waist
- Ability to work prolonged periods sitting at a desk and working on a computer

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation: CCOF takes pride in offering competitive pay and benefits such as superb health plans, 401(k) program, and generous sick/personal and vacation time. The Grant Finance

Manager's starting salary range will be \$75,000 – \$80,000 and will depend on qualifications and experience.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org with *Grant Finance Manager* in the subject line:

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls, please. Only short-listed candidates will be contacted. Thank you for your interest.

CCOF is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply.

Inclusivity is a core value at CCOF. We are passionate about building and sustaining an inclusive and equitable work and learning environment for all employees. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.