

Grants and Contracts Manager

Triangle Family Services seeks a resourceful and organized **Grants and Contracts Manager** to support the agency in multiple capacities as a member of our Finance Operations Team. This position will be responsible for the full spectrum of tasks involved in the application, submission and post-award management of government contracts and private grants, to include the effective coordination of invoicing procedures and project reporting.

Responsibilities (key duties, but not limited to the following):

- Preparing and analyzing data for financial reports, budgets and fund reconciliations
- Monitoring and advising on spenddown progress
- Ensuring effective coordination between Finance, Development and Programs regarding expenditures, reporting and compliance

Desired Experience, Education, Skills and knowledge:

- Bachelor's degree in accounting or related field required
- Minimum of 3 years of non-profit or fund accounting experience required
- Strong bookkeeping skills
- An understanding of generally accepted accounting practices
- Working knowledge of QuickBooks (or equivalent), paired with proficiency in Excel

This position will function in a fast-paced environment that requires strong interpersonal skills and a team approach to work; trustworthiness, flexibility and discretion are key attributes for success.