



POSITION: Grant Analyst

DEPARTMENT: Financial Services

PAY RATE: \$23.50 to \$26.10/hour

JOB SUMMARY: As a Grant Analyst with YWCA Greater Pittsburgh, you will work to support mission impact programs that address barriers to economic advancement and education opportunities. Working directly for the Vice President of Finance, the Grant Analyst will perform the accounting and financial service functions for programs funded by grants or special revenue. These functions include preparing financial projections and budgets, reviewing/monitoring individual grants and transactions for compliance with private, local, state, and federal fund requirements, billing and collections, journal entries, and financial grant reporting, including preparing reports for granting authorities. The Grant Analyst will communicate complex financial information to employees, auditors, and granting agencies as needed and verify budget proposals for grant applications.

This position is a limited-term full-time position, for up to, but not exceeding more than 36 months. An extension may occur should funding be available and if approved by the Chief Executive Officer.

MINIMUM QUALIFICATIONS: Bachelor's Degree with two (2) years relevant experience OR Associates, Business, or Technical Degree/Certification with three (3) years relevant experience. Act 33/34 clearances are also required.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, and coordinates the centralized accounting and financial reporting for assigned grant portfolios, including preparing annual budgets, and estimating any carry-over of funds from one year to the next.
- Monitors, analyzes, and verifies expenditures of grants.

Interested individuals can apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

- Prepares grants billing and invoices.
- Prepares and enters journal entries.
- Investigates variances and inconsistencies in the general ledger.
- Assists with Financial Services reporting preparation.
- Researches grant fund disbursement issues.
- Prepares or assists in preparing all relevant fiscal reports for sponsored programs and ensures their timely submission.
- Works with program directors to prepare grant budgets for proposals.
- Coordinates with program directors to support the proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
- Develops positive working relationships with program directors to foster a collaborative environment for grant coordination and oversight.

OTHER:

- Attends both internal and external departmental related meetings as designated.
- Assist with the maintenance of the Finance department files (electronic and paper).
- Must maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee, and contract information.
- Will work in conjunction with co-workers and management to achieve Affirmative Action goals.
- Displays consistent professionalism and courtesy when interacting with internal and external customers.
- Promotes and supports the mission, imperative, values and goals of the YWCA maintaining high performance standards.
- Performs other duties as directed by the Chief Program Officer and Vice President of Finance.

KNOWLEDGE AND SKILLS

- Strong oral and written communication skills.
- Analytic ability - reading and interpreting data, information, and documents.
- Ability to analyze and solve problems.
- Able to regularly work on multiple concurrent tasks with frequent interruptions and under intensive deadlines.

ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional

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development and career advancement.

MISSION IMPACT:

YWCA Greater Pittsburgh employees work together to promote racial justice and reduce race and gender disparities. We deliberately address the challenges and celebrate the triumphs of living at the intersection of race and gender. As a member of YWCA Greater Pittsburgh, you will have the opportunity to support and advance our mission of eliminating racism and empowering women.

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