

Assistant Grants Manager

Position available with southern Virginia non-profit organization

Our Company. Our Mission.

[Legacy International](#) equips emerging leaders to transform their values and vision into sustainable success. Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility and lead to peaceful sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from 110 countries. Legacy is funded by multiple federal and private grants, fee-for-service income, gifts and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia, in the Blue Ridge foothills, with additional employees working remotely in New York and Washington, DC. *(This specific job is based in Bedford, Virginia. Remote work is not possible.)*

General Scope of Work.

The Assistant Grants Manager will work in close collaboration with the Senior Grants Manager (CFO) to coordinate the financial management and control for multiple grant contract accounts.

This entails assuring that the financial aspects of federal and non-federal grants are:

- implemented, monitored, and reported in a timely and accurate fashion,
- in compliance with internal (organizational) policies and procedures
- in compliance with external (both funder and local/state and federal) requirements.

The Assistant Grants Manager reports to the Senior Grants Manager (CFO), and collaborates with the Accounting Systems Manager to guide and supervise bookkeeping and payables staff servicing relevant accounts.

This is a full time, salaried position with opportunities for advancement.

Primary Tasks and Responsibilities.

Responsible for coordinating financial management and control for multiple grant contracts accounts, supervising the work of bookkeeping and payables staff who service those grant accounts, and providing timely summaries and analysis of financial status and performance to the grant Program Directors and the Senior Leadership Team.

1. Create operating budgets and monitor ongoing performance against that budget for individual grant accounts (cost accounts);
2. Authorize individual expenses, assure chart of accounts coding is accurate;
3. Guide, train, and collaborate with program staff to ensure that the project's financial performance is within budget and fully in accordance with grant requirements and internal policies and procedures;

4. Proactively analyze grant terms and contracts, and any relevant federal government policies to create appropriate internal policies, controls, spending and accounting procedures;
5. Ensure the creation and operation of efficient and productive policies, reporting and communication systems to guide the financial life of individual grant accounts;
6. Supervise certain functions of the bookkeeping and payables staff servicing these accounts (A/R, A/P, data entry, and management reports);
7. Prepare cash flow and expense forecasts; ensure adequate cash flow on assigned cost accounts;
8. Ensure accurate and timely filing of required federal financial reports.

Minimum Qualifications.

1. A thorough understanding of general accounting principles and an understanding of business and administrative practices. Nonprofit accounting experience preferred.
2. Minimum three years supervisory experience in an accounting/financial reporting area
3. Consistency, attention to detail, excellent memory retention.
4. Follows complex procedures well; is able to train and monitor others in following procedures.
5. A strong aptitude and accuracy with math.
6. Handles multiple, sometimes competing priorities well.
7. Sound judgment; professional handling of confidential information.
8. Excellent written communication, verbal communication, and problem-solving skills.
9. Strong people skills: works well with many different types of people during in-person, phone or on-line interactions. Works well and effectively as part of a team and with diverse people.
10. Strong computer skills, particularly with Microsoft Word and Excel, accounting software (Legacy currently uses Sage 50), and email communications.
11. Fluency in written and spoken English.
12. Demonstrated awareness of, and value for, cultural competency.
13. Physical ability to stoop, kneel, bend, use a computer and other office equipment, and perform light lifting.
14. Lives within commuting distance of Legacy International's Bedford, Virginia office (or willing to locate within a daily commute).
15. U.S. citizen or permanent resident with valid work authorization.

Culture, Salary & Benefits.

Legacy International has a successful 38-year track record delivering high quality training programs with ongoing coaching and mentoring. Legacy's Founder, J.E. Rash, embodies social innovation and promotes creative thinking company wide. We have a relaxed dress code and flexible scheduling.

Salary is negotiable, based on experience. Range - \$35,000-\$39,000. After the initial 3 month training / probationary period, the employee is eligible for full health care and leave benefits.

TO APPLY, send cover letter and resume **by December 3** to:

Leila Baz, HR Coordinator; staff@legacyintl.org; fax 540-297-1860

Interviews conducted in mid to late-December, with the position beginning in January, 2019 or earlier, if feasible (by mutual agreement with person hired).

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified person. The competitive standards are set by each group of applicants.