



Phipps Neighborhoods is a multi-service nonprofit providing opportunities for children, youth, and families to break the cycle of poverty and achieve long-term self-sufficiency. We work in South Bronx neighborhoods where we can address the greatest barriers to lasting success. Our Theory of Change advances the idea that the most critical programs needed in order to systemically address poverty are; Education, Career Development and Community Resources. Programming is asset-based, neighborhood-focused, data-driven, culturally competent, and targeted in neighborhoods where we can provide the greatest amount of support to the community.

Phipps Neighborhoods serves approximately 12,000 children, teens and adults in our three program areas. Our cradle to college and career approach supports programs from Pre-K through college, including Community Schools, After School, youth organizing, mentoring and civic engagement. Career Development programs include sector based training for in-school and out- of -school youth, summer jobs and internship opportunities. Community Resources offers benefits access, financial counseling, adult education and supportive housing for youth aging out of foster care and adults with mental health challenges. We work closely with stakeholders including government, businesses, philanthropic partners, and other community partners to employ a structured approach toward creating shared goals to achieve significant and lasting social change and help individuals thrive in every aspect of their lives.

## **THE POSITION**

The **Contract Budget Analyst** will manage government & private grants. She/he will report to Director of Finance and partner with the Finance Team to help implement fiscal procedures across the organization.

She or he must have a high level of attention to detail, ability to adapt to a fast-paced, continually evolving environment and thrive in a collaborative and team-oriented workplace.

- **Grant Management, Data Consolidation & Review**
  - o Manage and monitor portfolio of internal program budgets from various government agencies and track and project expenses by analyzing reports, historical patterns and communication with program team.
  - o Prepare various monthly and quarterly expenditure reports and communicate findings, concerns and suggestions to Director of Finance and program team.
  - o Prepare and submit budget modifications for portfolio of internal program budgets.
  - o Assess impact of budget modifications; overall surplus/deficit.
  - o Work with government agencies to research & resolve contract budget related questions and concerns.

- o Ensure compliance with grant financial and regulatory covenants
- o Stay informed of individual agency regulations and policies, changes
- o Monitor and calculate accurate Accounts Receivable and work with government agencies to clear delayed payments.
- o Build and maintain relationships with funders.

- **Accounting**

- o Analyze and prepare personnel allocation to ensure accuracy and appropriate budget distribution.
- o Review and approve purchase orders submitted by program staff for portfolio of internal program budgets.
- o Review and analyze general ledger for accurate payroll, fringe and invoice allocation and payment.
- o Prepare and submit general ledger reclassifications as needed.

- **Audits**

- o Participate in individual contracts and overall agency audits for portfolio of internal budgets.
- Bachelor's degree in Finance, Economics or Accounting required.
- Knowledge of GAAP – Generally Accepted Accounting Principles.
- General Ledger experience and understanding of accounting terminology required.
- Direct experience with government contracts, budgets, invoices and financial reporting required, experience with HHS Accelerator a plus.
- High level of Proficiency in MS Excel required.
- High level of reasoning, inference and logic skill required.
- High level of communication skills required.
- Government Agency Contract Budget Experience a plus.
- Accounting Software Experience required.

**Please apply through our Job Portal using the following link:**

<https://recruiting.ultipro.com/PHI1005/JobBoard/d214740c-ca40-4152-b685-d0cc250f7326/Opportunity/OpportunityDetail?opportunityId=cb047cfb-f072-4bf7-9f0b-c7b30eaf0491>