

JOB DESCRIPTION

Position Title: Operations & Grant Support Specialist

Reports To: Chief Operating Officer (COO)

Employment Status: Full-Time, Non-Exempt

Position Summary

The **Operations & Grant Support Specialist** is responsible for maintaining accurate and timely data entry of grant-related expenses, ensuring compliance with federal, state, and private funding requirements, and supporting organizational operations. This role bridges finance, compliance, and human resources by monitoring grant expenditures, assisting with reporting processes, and providing administrative support for HR and daily operations.

Key Responsibilities

- Financial Grant Compliance & Data Entry
- Enter, track, and reconcile grant-related expenses in financial and reporting systems.
- Review expense documentation for accuracy, allowability, and compliance with funder guidelines.
- Maintain organized electronic and physical records for grant-related expenditures.
- Support the preparation of monthly, quarterly, and annual grant reports.
- Assist with budget-to-actual tracking and provide expense documentation during audits or monitoring visits.

HR & Operational Support

- Provide administrative support for HR functions, including employee onboarding, time sheet collection, and benefits coordination.
- Maintain confidential employee files and assist with HR compliance requirements.
- Assist with vendor onboarding, procurement documentation, and contract management.
- Support organizational operations by performing administrative tasks such as scheduling, document preparation, and data entry.
- Collaboration & Cross-Functional Support
- Work closely with the finance team to ensure timely coding of expenses to correct grants and accounts.
- Partner with program staff to ensure accurate expense tracking for program activities.
- Provide support during site visits, audits, and monitoring reviews.
- Contribute to process improvements that increase efficiency in compliance and HR/operational workflows.

Qualifications

- Associate's degree in business administration, accounting, or related field required; Bachelor's degree preferred.
- Minimum 2 years of experience in grant management, accounting, HR, or nonprofit operations (experience in more than one area strongly preferred).
- Strong attention to detail with ability to manage multiple priorities and meet deadlines.
- Knowledge of grant compliance requirements (federal and/or state preferred).
- Experience with accounting software (e.g., QuickBooks, Sage Intacct, or similar) and proficiency in Microsoft Excel and Word.
- Ability to handle confidential and sensitive information with discretion.
- Strong interpersonal, written, and verbal communication skills.

Working Conditions

- Standard office hours with occasional evening or weekend responsibilities during reporting deadlines.
- Hybrid work flexibility may be available depending on organizational needs.
- Position requires handling sensitive financial and HR information with a high level of confidentiality.

Salary & Benefits

- Salary range:
- Health, dental, and vision insurance
- Paid time off and holidays
- Retirement plan participation
- Professional development opportunities