



**Job Title:** Finance Manager- Grants  
**Reports To:** Chief Administration Officer  
**FLSA Status:** Exempt  
**Department:** Finance  
**Location:** Anywhere in U.S.

### **About SHPE**

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

### **Mission**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

### **Vision**

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers

### **Job Description**

The Finance Manager- Grants performs a variety of professional level functions in the areas of: grant accounting, compliance, and reporting; financial reviews and analyses; policy development; Accounts Payables oversight; the annual audit; and guides and trains SHPE staff in post-award grants compliance at the federal and non-federal level.

### **Key Responsibilities**

- Develop processes for streamlined grants financial administration.
- Serve as primary contact for grant financial activity; provide financial analysis, management support and guidance.
- Support internal SHPE teams with information requests to complete grant proposals and provide supporting documents.
- Maintain grant compliance and complete documentation of grant awards.
- Work with Grant Managers to comply with funder's terms and conditions, manage deliverables, monitor spending, request amendments, and plan spend-out.
- Communicate regularly with Grant Managers and provide a high level of customer service around financial management and sustainability.
- Support budget creation, budget projections and analysis of expenses as needed.
- Review salaries being charged to grants and adjust to ensure correct allocation.

- Prepare, review and distribute monthly reports, funder reports and others. Document and address issues requiring attention and/or further discussion.
- Analyze and monitor grants fund and cash balances and keep Research & Innovation and Development teams informed of status, issues.
- Work with Finance staff to ensure timely and accurate processing of grant related revenues and expenses.
- Computes all adjusting and closing entries for grant accounts in accordance with period of performance closing/Federal grant requirements.
- Prepares all Federal grant-related schedules for annual audit requirements and completes other duties related to the annual audit, as needed.
- Provide oversight of the SHPE Accounts Payable process working with the Accounts Payables Specialist to ensure accurate and timely processing.

### **Qualifications**

- BA/BS degree in business, nonprofit financial management or accounting preferred; five or more years of experience managing grants and nonprofit finances required.
- Sophisticated nonprofit fund and federal grant accounting and management strongly preferred;
- Budgeting experience required;
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context, required;
- Proficiency with accounting software, spreadsheets and data management systems required;
- Experience working as part of a team delivering coordinated services highly desirable;
- Excellent communication and problem solving skills;
- Ability to pay close and accurate attention to details;
- Ability to juggle multiple tasks and priorities;
- Ability to work in a fast paced, multi-cultural environment;
- Commitment to the mission and vision of SHPE.

### **Work Environment:**

- Demonstrated ability to work both independently and collaboratively in a remote office setting
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned
- Excellent problem-solving, analytical and evaluative skills
- Ability to meet deadlines
- Up to 15% travel for SHPE events

**Physical Demands:**

- Ability to stand  $\frac{1}{3}$  of the time
- Ability to lift 10lbs or less  $\frac{1}{3}$  of the time
- Ability to walk  $\frac{1}{2}$  of the time
- Ability to sit more than  $\frac{2}{3}$  of the time
- Ability to talk & hear  $\frac{2}{3}$  of the time

**COMPENSATION AND BENEFITS**

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan with employer match, tuition reimbursement assistance & professional development program, and vacation.

**SUBMISSION REQUIREMENTS**

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume & Cover letter (with the subject Manager, Grants)
- 3 professional references
- Salary requirements

**Note: Submission deadline is revolving until filled. Salary Range is \$62,500 - \$65,000**

**EEO STATEMENT**

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.