



## POSITION ANNOUNCEMENT

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### Grants and Account Manager

#### *Open until filled*

Pay range: \$30.00 - \$45.00 per hour / 40 hours per week (\$62,400 - \$93,600 annual salary equivalent)

Work Location: Greater Denver Metro Area preferred, a home office location elsewhere in the United States will be considered for the right candidate. It is preferred that this position work at least one day per week from our Denver office. Office space is available every day, with the option to work remotely from a home office. This position will require some travel.

At [\*Coalitions and Collaboratives\*](#), we offer meaningful and impactful work and the following benefits:

- Ten (10) paid holidays per year plus vacation and sick leave
- Company match to simple IRA
- Company match to health insurance
- Flexible work schedule and remote work options
- Career advancement & professional development opportunities

### OVERVIEW

This position is responsible for performing multifaceted financial accounting and bookkeeping. The Grants and Account (G&A) Manager plays a crucial role in managing the Action, Implementation, and Mitigation (AIM) sub-award grant program and Community Navigators Program, both administered by Coalitions and Collaboratives (COCO) and funded by the US Forest Service. These programs offer substantial funding, mentorship, capacity-building and training opportunities to place-based organizations nationwide, supporting wildfire resilience. The G&A Manager also provides as-needed assistance to various COCO projects and programs, including post-wildfire recovery initiatives like After the Flames, as well as other endeavors focused on forest and watershed health and climate resilience. The G&A Manager performs comprehensive financial accounting and bookkeeping tasks for both incoming and outgoing grants and contracts. They assume responsibility for the overall financial management of AIM program sub-awards and subcontracts. Additionally, the G&A Manager serves as a subject-matter expert on the provisions, policies, and procedures governing non-governmental and governmental contracts, awards, and grants. They act as a liaison between internal staff, external partners, sub-awardees, agencies, and auditors to ensure effective collaboration and compliance.

We are seeking applicants passionate about advancing healthy and resilient communities through collaborative conservation and restoration. The successful applicant should possess in-depth knowledge of federal grants management and compliance, sub-award administration procedures, and general accounting principles, along with excellent organizational and interpersonal skills. Strong verbal and written communication skills are a must, as is experience in providing exceptional customer service in a fast-paced environment. Additionally, the ability to meet deadlines, prioritize work, exercise sound judgment and discretion, and respond to diverse interests under pressure is essential.

### RESPONSIBILITIES

#### Management of Grants and Awards (approximately 70% of the time)

##### *Financial Management*

- Management and oversight of the accounting and reporting functions for grants and funding agreements
- Manage, prepare, and monitor financial reports and grant reimbursement requests

- Manage and monitor program expenses, payments, and receipts including the analysis of sub-award grant activity to ensure compliance with federal and state requirements and to ensure that all funds received are accurately requested, expended, and recorded
- Provide accurate and reliable financial information to colleagues, leadership, and auditors
- Work closely with Accounting staff/personnel for timely payments and reporting
- Execute regular programmatic financial reporting to federal funders

#### *Program Management*

- Perform risk assessments and desk audits
- Assist with review of proposals from potential sub-awardees
- Sub-awardee guidance, compliance, and financial management training development (delivering webinars, and providing training guidance through oral and written methods)
- Ensure that all contractual documents comply with terms of master contracts, rules, and regulations
- Report program progress and results including the management of outcomes tracking.
- Review and ensure completeness of pre-award due diligence and related required documentation
- Draft subaward and subcontract agreements or contracts, and modifications as required to reflect updates/changes in budgets, obligations, and reporting requirements
- Maintain effective communications with sub-awardees to facilitate compliance
- Ensure proper close-out of awards, sub-awards, and subcontracts
- Coordinate with program leadership on a frequent and as-needed basis
- Construct advanced spreadsheet applications and generate reports

#### *Program Evaluation and Adaptive Management (approximately 20% of the time)*

- Collaborate with staff, including the data manager, to ensure efficient and effective processes for data collection
- Assist program management with effective communication of data with both internal and external stakeholders
- Work with the CEO, COO, or program director to monitor outcomes and incorporate this information into program planning

#### *Organizational Financial Management Support (approximately 5% of the time)*

- Serve as backup and assistant to the Officer Manager on Quickbooks entries and pulling Quickbooks reports
- Serve as backup and assistant to the Office Manager on running payroll when the Office Manager is out of the office on sick or vacation days
- Develop accounting applications and assist with the input and handling of financial data and reports
- Participate in audits and assist with the preparation of audit paperwork.
- Maintain current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks

#### *Other Duties (approximately 5% of the time)*

- Participate in trainings and outreach for sub-awardees and other stakeholders
- Maintain regular attendance
- Perform other job-related duties as assigned

### MINIMUM QUALIFICATIONS

#### EDUCATION

Bachelor's Degree in Business Administration, Finance, Accounting, Management, or a related field.

#### EXPERIENCE

- At least two (2) years of experience directly related to the duties and responsibilities of this position including using budget management tools (spreadsheets or other related applications) on a routine basis.

- Experience working on complex projects

#### ADDITIONAL PREFERRED QUALIFICATIONS

- Prior experience with US Government procurement and/or sub-award requirements
- Experience using Quickbooks
- Experience working on natural resources and conservation projects
- Demonstrated familiarity with Salesforce or other similar CRM platforms
- Knowledge of generally accepted accounting principles and governmental accounting standards
- Additionally, relevant certifications, such as Certified Public Accountant (CPA) or Certified Grants Management Specialist (CGMS), can also be beneficial and demonstrate a higher level of expertise in the field

#### DESIRED ATTRIBUTES

- Dependable: responsive with good attention to detail, submits accurate documentation
- Teamwork: establish collaborative relationships with colleagues and partners, provide leadership when appropriate
- Resourceful: able to work independently to find answers, and seeks guidance only when needed
- Receptive: accept feedback, take ownership of responsibilities, and identify areas of growth
- Interpersonal Skills: communicate clearly, seek solutions, and demonstrate flexibility
- Integrity: keep sensitive information confidential and adhere to personnel policies
- Initiative: bring questions to supervisor and seek opportunities for further development

#### WORKING ENVIRONMENT

- Work is performed in a hybrid in-person and remote office setting
- Work with frequent interruptions
- May be required to work evenings and occasional weekends during audit preparation and other reporting timeframes

#### EEO Statement

COCO is an equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.

*We are committed to adhering to our Diversity, Equity, Inclusion, and Justice Policy. To learn more, please visit <https://co-co.org/wp-content/uploads/2021/12/DEIJ-Statement.pdf>.*

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#### TO APPLY

Interested individuals should submit the following (in pdf format):

1. Letter of Application. No more than three pages. Include statements describing your specific knowledge, skills and experience as they relate to this position (PDF file).
2. CV or Resume. Should be a maximum of three pages and include at least three professional references (PDF file).
3. Please send application materials via email only, With the 'Subject Line' of that email titled with the following format: "Last Name\_ G&A Manager App". Email application materials to Esther.Duke@co-co.org. No phone calls please.

*Interviews for high-ranking applicants will be scheduled on an individual basis. COCO is accepting applications on a rolling basis until the position is filled.*