

Senior Grants Analyst

MHA-NYC (the Mental Health Association of New York City) is a leader in developing innovative approaches to address mental health needs. A nonprofit organization with a three-part mission of services, advocacy and education, MHA-NYC has its roots in New York City, but growing demand has resulted in a need for its innovative services well beyond New York City's borders.

The Senior Grants Analyst is responsible for the report generation and analysis for the various funding sources for MHA-NYC as well as working with the organization's auditors and funding sources.

Duties Include:

- Report Preparation/Analysis
 - Work with senior finance team on application of various allocation methodologies including, but not limited to federally approved indirect cost rate.
 - Monthly budget variance report preparation and distribution to all program directors
 - Analyze monthly LOS reports and submit to DOHMH system
 - Prepare Budget Modifications for all grants and contracts
 - Complete CFR report for Director of Finance and Budget's review/approval
 - Prepare/submit budgets (renewals and solicitations) for all grants and contracts to the various funding sources
 - Prepare fundraising Gala revenue and expense reports
- System Postings/Updates
 - Maintain centralized grant and contract report schedule database
 - Update Mental Health Provider Data exchange (MHPD) system
 - Post and update Budget into Fund E-Z System
 - Prepare and post all journal entries related to contracts
 - Prepare and post allocations of rent and insurance
- Claims/Voucher Processing
 - Prepare monthly, quarterly, annual claims for City, State and Federal funding sources
 - Prepare vouchers for monthly draw down funds
- Auditing
 - Responsible for the desk audit and submission to DOHMH
 - Responsible for internal audits of the various funding sources
 - Work with independent auditors with activities including, but not limited to schedule preparation, data collection, etc.
- Additional Duties
 - Quarterly budget meetings with all program directors
 - Act as liaison between program directors and funding sources
 - Update Share Contract folder with all MHA and Link2H contracts
 - Additional duties, as assigned

Required Skills:

- College Degree in Accounting, Finance or relevant NPO experience
- Experience working with Fund E-Z System
- Minimum of 5 years experience in similar or relevant role
- Strong communication skills, both written and oral
- Knowledge of MS Office
- Ability to work independently as well as in a team
- Must be detail-oriented and organized
- Proactive, problem solver

Resumes, along with cover letter indicating salary expectation should be sent to: OLitvin@mhaofnyc.org.