



Grants and Contracts Controller

Child Trends is a nonprofit, nonpartisan research center that studies children at all stages of development. Our mission is to improve outcomes for children by providing research, data, and analysis to the people and institutions whose decisions and actions affect children.

General Description

Child Trends has an opening for a Grants and Contracts Controller to work closely with project managers, corporate accounting, and the Vice President of Finance and Administration. Reporting directly to the Vice President of Finance and Administration, the Grants and Contracts Controller supports the management and coordination of project financial planning, budgeting, and forecasting.

Duties and Responsibilities

- Tracking actual project costs against budget, including staff hours, and keeping project managers informed.
- Interacting effectively with project managers, senior management, and funders on all aspects of financial management of grants and contracts.
- Preparing, tracking, and managing project and proposal budgets.
- Working closely with project managers to manage projects to a successful close with no overruns.
- Managing full cycle of grants and contracts.
- Monitoring and verifying allowable costs.
- Ensuring compliance with grants and contract terms.
- Reporting on federal grants and contracts, including FSR 269, 272.
- Supporting development of annual cost submission.
- Interfacing with corporate accounting staff.
- Supporting corporate accounting staff through year-end audit and annual cost submission.
- Communicating effectively with project managers regarding contract documents, contract extensions and other contract modifications, approvals, and services related to billing.
- Maintaining billing folders for larger, more complex projects, including appropriate documentation for expenses, consultant invoices, monthly project billing, etc.
- Setting up new projects, transferring employee billable hours and/or expenses, and closing project files.
- Reviewing monthly project status reports for accuracy and consistency.
- Meeting monthly with project managers to review their projects and budget status.
- Managing IDIQ contract vehicles, including contract renewals, modifications, extensions, and negotiations.

Qualifications

- Accounting or Finance Degree; CPA preferred.
- Five plus years related financial experience with federal grants and contracts and foundation grants required.
- Very strong Excel and financial reporting package skills.
- A thorough knowledge of standard contract types, including cost reimbursement, fixed price, and labor rate.
- Ability to work independently, take initiative, set priorities, and see projects through to completion.
- Ability to work well with others under multiple and competing deadline situations and to respond to changing priorities.

Salary

\$90,000 to \$100,000

How to Apply

Upload your resume with a cover letter, salary requirements, transcripts, writing sample, and list of three professional references at <http://resumes.childtrends.org>, referencing "Grants and Contracts Controller" in the cover letter. Alternatively, email your materials to hr@childtrends.org, with "Grants and Contracts Controller" in the subject line, fax them to the HR Manager at 202/362-8420, or mail them to HR Manager, Child Trends, 4301 Connecticut Avenue, NW, Suite 350, Washington, DC 20008. **NO PHONE CALLS, PLEASE!**

Child Trends is an Equal Opportunity and Affirmative Action Plan Employer