



United Way of Tucson  
and Southern Arizona

## UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

### Budget Analyst/Grant Accountant

Full Time, Exempt

November 2021

Salary: \$43,000-\$46,000

#### **Job Summary:**

This position performs budget tracking, analysis, and reporting functions for grant funded programs within United Way of Tucson and Southern Arizona (UWTSA). Employee works with some independence subject to established United Way of Tucson and Southern Arizona policies and procedures, referring to supervisor for consultation on significant deviations or unusual programs. This position is full-time, exempt and reports to the Senior Budget Analyst. This position is subject to the availability of grant funds.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

**This is a grant-funded position.**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Fiscal Administration of Grants**

- Maintain appropriate knowledge of Local, State, Federal, and foundation grant requirements including all pertinent OMB circulars and Arizona financial requirements.
- Ensure accurate invoices are submitted to grantors on time.
- Review and reconcile grant expenses to general ledger and adjust postings as necessary, post and track expenditures from restricted fund sources.
- Update and maintain expenditure reports for program managers as needed to manage grant-funded programs in Community Development.
- Track grants receivables and advances.

##### **Budget Analysis and Reporting**

- Analyze grant expenditures and budget projections for programs and initiatives and recommend changes to supervisor, as needed.
- Establish relationships with subcontract agency financial staff members and respond to requests from subcontractors related to fiscal accounting requirements or fund source specifications.
- Assist supervisor with training of UWTSA staff and subcontractor financial staff on financial requirements of grantors and UWTSA.

##### **Accounting Administration**

- Create reports and financial documents for grantors (federal, state, local, and others) as required by various fund sources.
- Submit financial information into grantors' database systems and websites as required.
- Research of outstanding checks or other required financial information requested from program staff, subcontractors, or funding agencies.

- Confirm payments to agencies when requested by independent auditors.
- Complete fiscal assessments on-site at subcontracted agencies and assist in developing corrective action plans as necessary to ensure compliance with grantors and United Way requirements.
- Complete assigned special projects requiring financial information and reports for internal and external parties.
- Maintain financial files and records in a neat and organized manner.
- Assist in preparation of schedules for annual independent audit.
- Other items as requested.

### **Customer Service**

- Respond appropriately to requests for information in a positive and timely manner.
- Direct incoming requests for information to other departments, as necessary.
- Provide excellent customer service as a component of all job duties.

### **Administrative Functions**

- Perform duties in accordance with UWTSA policies and procedures such as attending staff meetings, completing accurate and timely timesheets and expense reports.
- Assist in developing policies, procedures, schedules, and assignments to support department and/or organizational goals and objectives.
- Assist in training and cross-training staff and volunteers, serve as backup to staff, and act as project lead as assigned.

### **Other Duties as Assigned**

## **EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree in accounting, business, or finance from an accredited university or college with one or more years of relevant, professional level accounting and budget analysis experience.
- Knowledge of the accepted principles and practices of accounting and auditing and their application to grant and financial accounting systems.
- Ability to handle sensitive information in a confidential manner.
- Excellent organizational skills and customer service orientation with an ability to prioritize, manage and complete multiple tasks under time sensitive deadlines.
- Ability to thrive in a collaborative, team-based, mission-driven environment.
- Ability to manage details and work independently; excellent written and oral communication skills and strong interpersonal skills are required.
- Proficiency in Microsoft Office applications including, Excel, Outlook, Word, and PowerPoint is required as well as familiarity with using the internet to locate credible and relevant information.
- Ability to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, state and local government and philanthropic organizations, donors, community partners, and independent contractors.
- Demonstrated ability to maintain a flexible work schedule and adjust it as required by changing activities.
- Ability to travel to work in a variety of locations throughout the metropolitan Tucson area whenever required.

- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.

## **POLICY STATEMENT**

The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical or religious exemption.