



JOB TITLE: Grants & Compliance Specialist

REPORTS TO: Controller

SALARY RANGE: \$65,000 - \$75,000

STATUS: Exempt, Full-Time, 40hrs/wk

CELL PHONE: Reimbursed

ABOUT US:

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs.

SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming. If you have the skills, passion and collaborative spirit, join our growing team of nearly 60 employees.

SPY strives to attract and develop individuals who reflect a broad spectrum of diversity, including (but by no means limited to) racial, ethnic, gender identity and socioeconomic dimensions. We believe that inclusion of diverse perspectives is essential to achieving long-term, systemic change. We explicitly seek applications from those who self-identify as coming from historically marginalized populations to enrich and elevate our equity-centered approach to problem-solving.

ABOUT THE ROLE:

Reporting to the Controller, this position supports the finance department in a variety of roles related to grants and contract administration, and other related activities as assigned.

WHAT YOU'LL DO:

- Prepare and submit all monthly grants and government funded grants invoices by the required due date
- Review program GLs and payroll for accuracy of allocated time
- Review all request for proposals and grant awards for financial compliance protocols
- Work with budget managers to ensure expenses are coded correctly
- Generate program funding budgets and narratives
- Assist the finance department with budget allocations and changes as needed
- Gather and prepare financial information for all funder and insurance audits
- Additional ad-hoc tasks as required

SKILLS YOU'LL NEED:

- Must have knowledge of non-profit accounting practices
- Experience in grants and contracts administration, specifically government grants
- Must have a clear understanding of general accounting principles
- Working knowledge of QuickBooks or other accounting software
- Possess excellent organizational and interpersonal skills, be highly attentive to detail, and able to manage multiple projects simultaneously
- Ability to work well as apart of a team and maintain a high degree of confidentiality
- Maintain a professional demeanor when communicating with staff and funders

BACKGROUND YOU'LL NEED:

- Bachelor's degree in accounting, finance, or business-related field
- Must have 3-5 years of experience in non-profit accounting practices

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Changes in the environment, such as the office or outdoors.
- Physical effort/lifting, such as sedentary- up to 15-20 pounds at times.

SPECIAL CONDITIONS:

Driver Positions (if applicable):

Upon request applicants are required to provide a copy of their driving record from the Department of Motor Vehicles, along with a copy of their valid driver's license and proof of insurance. Job offers are contingent upon a satisfactory driving record. Examples of an unsatisfactory driving record include:

- Suspended or revoked license
- Three or more moving violations in the past 36 months
- Any violations, including drugs, alcohol, controlled substances, within the past 24 months
- Reckless driving, including hit and runs, within the past 24 months
- At fault accidents, resulting in fatality or serious injury, within the past 5 years

The motor vehicle record will need to include a review of all states listed on the individual's employment application and resume. See instructions on obtaining your driving record below:

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

For driver positions, driving is an essential job function and cannot be reasonably accommodated, employment may be discontinued.

NOTE: All staff members will be considered introductory employees for the first three months of employment and will not be considered regular employees until the conclusion of this period. SPY reserves the right to extend an employee's introductory period. ***In no way does the expiration of***

this introductory period change the fact that all employees are at-will. It is the supervisor's responsibility to orient the employee and to communicate the expectations of the supervisor and SPY, as well as to evaluate whether the employee has the necessary level of skill, job knowledge, motivation, and attitude to become a regular member of the SPY staff. New employees are also encouraged to seek guidance and assistance during this period. Employees who fail to demonstrate the expected commitment, performance and attitude may be terminated at any time during the introductory period. However, completion of the introductory period does not change or alter the "at-will" employment status. Employees continue to have the right to terminate their employment/business relationship at any time, with or without cause or notice, and SPY has the same right. The organization, in its sole discretion, may change the job duties, responsibilities and assignments of any position, at any time.

BENEFITS & PERKS:

Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including weekly meditation/mindfulness and professional development opportunities that are tailored to your individual career growth. This position also offers a generous 9/80 Alternative Workweek Schedule.

TO APPLY:

Applicants should send a resume and cover letter to Jolie Mason at joliem@safeplaceforyouth.org with "Grants & Compliance Specialist Applicant" in the subject line.

All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. Safe Place for Youth does not discriminate on the basis of any protected status under federal, state, or local law.

Safe Place for Youth is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.