



Budget and Cost Reporting Manager

Description

Budget Liaison

Coordination and compilation of the annual operating budget. Serve as primary budgetary management contact for staff on multiple levels. Utilizing the Power Plan budgetary software the manager will prepare all required budget related reports insuring timely submission of DADS/DSHS report III Memoranda. Provide financial consultation including monthly divisional budget reporting. The manager will collaborate with the CFO and division directors in matters that significantly affect the financial viability of the Center. Exemplary customer service around short and long-term financial management and sustainability.

Grants Management

Collaborative support to grant managers funding proposals. Prepare financial budgets for various grants and awards. Grant proposal review. Ensure complete documentation of funded awards. Work with project directors to comply with funder's terms and conditions, manage deliverables, monitor spending, request amendments, and plan spend-down. Prepare periodic grant billing and reconciliation.

Financial Management

Support budget creation, budget projections and analysis of expenses as needed. Review and approve compensation charged to cost centers and adjust to ensure accurate allocation. Prepare, review and distribute monthly reports and funder reports. Document and address issues requiring attention and/or further discussion. Analyze and monitor division and cost center revenue and expenditures by fund source.

Cost Accounting

Insures accurate preparation of cost based reports as required by the local organization as well as multiple funding sources. Insures contract compliance reporting in terms of revenue recognition and expenditure allocation. Further responsibilities of the position require the formulation and compilation of allocation formulas that adhere to the State's Cost Accounting Methodology (CAM), and enhance the Center's ability to properly identify the appropriate and acceptable cost of clinical operations including service costs at the clinic level. Primary contact for the RMTS and MAC projects. In that capacity this position will be required to attend all State mandatory trainings related to the RMTS/MAC Local Project, and will conduct RMTS training courses as they relate to the quarterly time study. Other responsibilities related to the MAC Local Project include the compilation and timely filing of the quarterly MAC financial report to the HHSC as well as attending all mandatory MAC Financial trainings.

Perform other duties as required.

Requirements:

- Demonstrated skill in providing a high level of service to customers, ideally in a nonprofit context, required.
- Proficiency with accounting software, spreadsheets and data management systems required.
- Excellent communication and problem solving skills.
- Attention to detail.
- Ability to operate in a multitasking environment.

Other Requirements:

- Must have a valid Texas driver's license and acceptable driving record.
- Must have personal automobile liability insurance as required by the state of Texas.

Salary: \$70,000-\$75,000/year DOQ

Employee Benefits at Full Time Include:

- **Employer-Cost Sharing of Health Insurance (Includes 50% of Elected Dependent Coverage)**
- **Employer-Paid Short-Term Disability Insurance**
- **Employer-Paid Term Life Insurance**
- **Employer-Match Retirement Contributions (up to 5% of Base Salary)**
- **Optional Dental, Vision, Life and Long-Term Disability Insurance**
- **Public Service Loan Forgiveness**
- **13 Paid Holidays per Year**
- **2 Weeks Paid Vacation per Year with Graduating Accrual Rate**
- **2+ Weeks of Paid Sick Leave Per Year**

Qualifications

Education

Required

Bachelors or better in Business Administration or related field.

Experience

Required- Budgeting experience.

Preferred- Nonprofit/governmental financial management or accounting.

5 years: Sophisticated nonprofit fund and federal grant accounting and management strongly preferred.

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