



We're Hiring!!
Contracts and Grants Manager

Are you interested in joining a vibrant and diverse office of early learning focused professionals who are supporting a statewide network of supports for child care/early learning programs in Washington State? Then come join the CCA of WA Finance Team!

Who you are:

You think strategically - with a focus on impact over intention - while juggling multiple projects and offering responsive services. You are collaborative and dedicated to being part of a team that is working to improve the quality of early learning programs across the state. You are flexible and willing to adapt to ever-changing work and committed to proposing new ways of working that meet the needs of the communities we serve. You have an eye for detail and can easily communicate across programs and with our partners.

Who we are:

[Child Care Aware of Washington](#) (CCA of WA) is Washington's most trusted child care resource. We are the state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals.

CCA of WA envisions a world where children and families, especially those who are marginalized, discriminated against, or otherwise ostracized because of systemic racism, have access to equitable, quality child care and early learning programs that lead families to thrive economically, and children to thrive developmentally. Learn more about our racial equity statement [here](#).

What you will be doing

You will be responsible for preparing and processing all grant and contractual agreements that support program services and the mission of Child Care Aware of Washington. Along with the Director of Finance and Operations you will partner with CCA of WA staff to ensure subcontract compliance, prepare and process invoices, billings, reports, and be a leader in CCA of WA's contract monitoring efforts. During annual audits and contract negotiations you will play a key role in compliance and organizing information needed to complete these processes. In addition, you will cross-train and be a backup for several key Human Resource and Finance functions. You will be a part of our Finance and Administrative Team and report to the Director of Finance & Operations.

Essential Job Functions

- Ability and commitment to interrupting and addressing racism and other discriminatory practices.
- Maintain Cobblestone contracts database & management system
- Prepare, review and process agreements for CCA of WA contracts and grants
- Track progress made on the reportable objectives/deliverables of subcontracts, including data collection, billing, reports, and other relevant items
- Conduct program monitoring activities onsite at subcontractor locations around the state as necessary with Chief Executive Officer, Director of Finance & Operations and other CCA of WA leadership staff.
- Provide technical assistance to subcontractors as needed on contract billing, reporting, and monitoring
- Maintain comprehensive up-to-date records and files to ensure accurate and timely information

- Process weekly and monthly Accounts Payables to include Subcontractor invoices
- Compile and generates financial reports for the distribution of monthly and quarterly reports to Funders and Grantors.
- Compiles the monthly invoices for grants/contracts
- Process monthly subcontract invoices
- Performs basic numerical calculations involving accounts payable, accounts receivable, monitoring of routine expenditures and/or other applications
- Ensures financial compliance of government grant and contracts are completed in accordance with agency guidelines, including which expenses are eligible to be billed, and which are ineligible.
- Assists with month and year end closings to ensure government grant activity is accounted for properly on invoices and financial statements are accurate producing corrections when needed.
- Organizes the collection of all non-financial reporting with program staff to ensure timely submission to agencies.
- Be a fiscal liaison between government agencies and program staff of assigned contracts.
- Review and interpret contract/grant renewals, amendments to calculate and communicate financial adjustments to keep staff well-informed.
- Participate in annual audit processes
- *Other duties as assigned.*

Competencies

- Learn and adapt to new information and changes quickly. You can synthesize new information and data as it becomes available, implement changes, and execute on a quick timeline, as needed, while remaining accurate.
- Demonstrate a growth mindset. You give, seek, and take feedback in a professional manner. You look for opportunities to gain experience, stretch and engage in the parallel process of goal setting and continual improvement.
- Effective at building relationships and modeling cross-cultural agility. You'll regularly connect and collaborate with colleagues across the organization, providing a high level of support with a customer service mindset.

Qualifications

- Minimum of 3 years' experience in administering programs, grants, and/or contracts in a non-profit environment.
- Demonstrated computer proficiency and in-depth knowledge of MS Office Suite.
- Demonstrated knowledge of accounting and contract management
- Ability to manage multiple tasks and meet deadlines
- Ability to master and track many details while remaining organized
- Ability to communicate effectively orally and in writing
- Experience with federal and/or state government contracts and reporting requirements
- A Bachelor's Degree (BS) in Accounting preferred and One (1) year of experience related to the duties of this position; or
- An Associate's Degree in Accounting plus three (3) years of job related experience
- An equivalent combination of related education and experience may substitute for the required experience.
- Accounting experience in the non-profit sector preferred
- MIP Accounting software experience preferred
- Cobblestone CMS software experience preferred

Location

If you live in the core geographic area of King/Pierce/Thurston counties, you will be classified as a local hire. If you live outside that area, you will be classified as Geo Remote. There are differentiated in-person expectations dependent on your classification. The staff member in this position must reside in Washington state.

Salary Range, Hours, Benefits

The annual salary range for this position is \$74,300 to \$90,600.00. Flexible work schedule, generous Paid Time Off (sick and vacation) and Extended Illness Bank, 403b, health/dental/vision/ancillary insurance, employee assistance program.

COVID Vaccination Requirement

Per Governor Inslee's proclamation, state contractors in early education must be fully vaccinated no later than October 18, 2021 as a condition of employment. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are a selected candidate, you will be required to provide proof of vaccination. You may request an accommodation.

Opportunity for All

CCA of WA values diversity of ethnicity, race, socioeconomic status, sexual orientation, gender, religion, language, ability, and experience. We are committed to our racial equity framework which includes hiring practices that seek to disrupt systemic racism and ongoing learning, self-reflection and transparency about equity and justice in our work. You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our organization.

Submit cover letter and resume and, if available, an online or PDF portfolio of your work, to:
Alan Strand, Director of Finance & Operations: careers@childcareawarewa.org