



Columbia Land Trust is seeking a part-time (20 hours per week) **Grants Manager** to provide exceptional support to our passionate team!

Since 1990, Columbia Land Trust has conserved over 27,000 acres of lands along the lower 200 miles of the Columbia River. A majority of the protection has been accomplished with land ownership, with significant holdings as conservation easements or other conservation agreements, as well as transfer of land to public agencies. The Land Trust has more than 3,000 members in Oregon and Washington and has embarked on an ambitious plan to expand public awareness and participation in the conservation of the great lands of the Columbia River region. Columbia Land Trust's headquarters are located on the campus of beautiful and historic Fort Vancouver, WA. For more information about us, visit our website at: <http://www.columbialandtrust.org/>

This position provides general support to the Finance and Accounting Departments, including serving internal clients with grant financial information, reporting requirement and billing services as well as serving external clients with compliance management and fiscal reporting.

Essential Duties: other duties as assigned

- Records grant revenue & receivables by analyzing expenditures for the period to accurately reflect financial activity.
- Bills grant expenditures by reviewing expenditures and receivables to replenish cash for the organization.
- Reports grant expenditures by reviewing contract requirement filings to secure appropriate compliance with grant reporting
- Reports grant expenditures to budget through system generated reports to provide adequate grant tracking for stakeholders.
- Monitors contractual deadlines by updating and reviewing grants management calendar and notifying related parties to provide appropriate compliance.
- Coordinates grant openings and closings by reviewing new grant contracts, holding meetings with stakeholders, add billing and reporting requirements to grants calendar to provide appropriate grant compliance.
- Prepares schedule of federal expenditures for the A133 Audit by reviewing grant expenditures within the year to provide support for A133 Audit
- Prepare annual indirect cost submission by updating submission with audited actuals for the period to provide indirect cost recovery rate for Federal Grants.

Qualifications:

- Bachelor's degree (B.A./B.S..) from four-year college or university and two years professional financial experience.
- Must be detail-oriented and set high standards for accuracy.
- Must be able to work independently, while also working well as a member of a team.
- Displays polite and effective communication skills including presentation, persuasion, and negotiation skills required in working with employees and stakeholders, and the ability to communicate and remain calm and courteous under pressure.
- Must possess good verbal and written communications skills.
- Must have demonstrated experience with Microsoft Office Suite.
- Must be adept at working with various financial and accounting software, including Financial Edge.



Compensation/Benefits:

- Competitive and commensurate with experience. \$24.00-\$26.00 per hour.
- Employees working at least 20 hours per week will receive pro-rated benefits, which include health, dental, and vision, sick leave and vacation.
- Flexible work-schedule and casual work environment.

For consideration, please email your resume, cover letter, 2 references, to: jobs@columbialandtrust.org by 5:00 p.m. Friday, May 15, 2015.

Columbia Land Trust is an EEO employer. For more information about us, please visit: <http://www.columbialandtrust.org/>