**Job Ref. #21-01**



**Budget and Grants Analyst**

**Summary of Duties:**

Reporting to the Chief Financial Officer (CFO) and working closely with TERC’s principal investigators (PIs) and Administrative Coordinators, you will play a pivotal role in the development and submission of research proposals; proposal budgets and all administrative content of proposals; stay informed of changes in funders’ requirements, rules and regulations; and process contracts and subawards. Working closely with the CFO, you will assist in the development, coordination, tracking and analysis of the organization’s annual budget, monthly financial reports, and grant reports. You will serve as the primary information and operations resource for TERC’s pre- and post-award support for federal grants and contracts.

**Specific Tasks:**

Reporting to the CFO, acting with a high degree of collaboration, and general supervision, performs the following:

* Assists in the preparation of research proposals including the development and review of budget and budget justification documents; ensures alignment with proposal plan and with solicitation’s guidelines.
* Assists project staff with project budget tracking and grant reports
* Updates and maintains FileMaker proposal database; compiles monthly proposal and award reports for the CFO and President.
* Supports the CFO in the development, coordination, tracking and analysis of the annual budget for the organization.
* Supports the CFO in monthly Financial Statistical Report to President
* Using guidelines and templates developed by the Finance Department, works with the PIs to develop subawards and independent contractor agreements and monitor throughout their term.
* Coordinates and manages pre- and post- award subrecipients monitoring process.
* Assist with financial reconciliations, ad hoc financial reports, board meeting prep, and the financial audit.
* Undertake special projects as appropriate.

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**The Candidate**

***TERC actively seeks to diversify its staff and places a high priority on developing and retaining a staff that reflects the diverse communities we serve. We encourage people from all backgrounds, identities, and abilities to apply. Please read our*** [***Diversity, Equity, Inclusion and Belonging Statement***](https://www.terc.edu/about-terc/diversity-statement/) ***to learn more about TERC’s mission and commitment to excellence and growth as an organization that serves the education community.***

**Requirements/Qualifications:**

* A minimum of BS/BA is required or an equivalent combination of education and experience.
* 2-5 years related experience in a Grant Coordinator/Data Analyst/Accounting environment.
* Excel spreadsheet experience required; budget analysis experience preferred.
* Familiarity with federal not-for-profit regulations, especially with the National Science Foundation preferred.
* Experience with FileMaker preferred.
* Thorough knowledge of Microsoft Office, especially Word and Excel; Mac environment experience preferred.
* Exceptional writing and communication skills.
* Strong organization, analysis and attention to detail skills.
* Ability to work independently and as part of a team.
* Ability to manage multiple priorities and meet strict deadlines.

Please submit a resume and cover letter by email to **FinanceApply@terc.edu**. No phone calls and no recruiter or agency inquiries please.