



LAKESHORE

Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to encourage and provide opportunities for people with disability to live a healthy lifestyle through activity, research, advocacy, and health promotion.

New Job Posting: Grants/Financial Projects Coordinator

Lakeshore Foundation is currently seeking a full time Grants/Financial Projects Coordinator. Responsibilities include all business management aspects of Federal and non-Federal grants; reviewing all Lakeshore Foundation contracts; handling rental arrangements; coordinating all aspects of insurance for the organization; maintaining ongoing capital requirements; and assisting the CFO with financial projects.

PRIMARY JOB RESPONSIBILITIES:

- Create and/or review proposed grant budgets for accuracy and reasonableness.
- Oversee the financial and recordkeeping of Federal and non-Federal grants, including review and processing of expenditures requests and timely application for reimbursement from grantors.
- Work with grants managers, business officers, and/or program staff as applicable to ensure accurate financial reporting and compliance on all grants.
- Ensure compliance with Federal grant requirements including A-133 audit compliance.
- Review contracts entered by Lakeshore Foundation for compliance with insurance requirements and overall reasonableness.
- Handle all aspects of the rental arrangements, including researching appropriate rental rates and drafting leases.
- Maintain insurance files, answer employee insurance questions and handle annual renewal process, including obtaining other coverages, if needed.
- Work with facilities operations and accounting personnel to maintain long-range capital requirements.
- Work with the CFO with financial projects, as required.

QUALIFICATIONS:

- Skill and proficiency in accounting as obtained through a minimum of a bachelor's degree in Accounting; CPA preferred.
- Five years of comprehensive accounting or grant-related experience.
- Ability to work well with Department Heads and employees in resolving grant related issues.
- Experience using MS Windows, Excel, and Word.
- CPR, Standard First Aid and AED desired (or willingness to obtain within 6 months of hire).
- High degree of initiative and independent execution.
- Ability to assess and analyze detailed grant and contract information.
- Effective organization, interpersonal and written communication skills.
- Commitment to working in a team environment.

Please forward resume and letter of interest by May 7, 2021 to: Debbie Smith, debbies@lakeshore.org.

EOE