Job Title: Finance Officer
Program: HRHN & FORGE – Responsible Fatherhood Initiative

Job Summary:

The Financial Officer is responsible for overseeing all financial operations of the FORGE Fatherhood Grant to ensure full compliance with federal, state, and organizational requirements. This position manages grant budgeting, financial reporting, internal controls, and audit readiness in accordance with 2 CFR Part 200 (Uniform Guidance) and applicable HHS and ACF policies. The Financial Officer works closely with program leadership to monitor expenditures, support fiscal decision-making, and ensure the accuracy, allowability, and timeliness of all financial documentation and reports.

Organizational Relationships:

- **Reports to:** Executive Program Director
- **Collaborates with:** Program leadership, FORGE team members, administrative and data staff, subrecipients, contractors, funding agency representatives, and external auditors to ensure fiscal compliance and effective grant implementation.

Job Qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field required.
- Minimum of two years of experience managing federally funded grants or public-sector financial operations.
- Demonstrated knowledge of 2 CFR Part 200 (Uniform Guidance) and federal grant compliance.
- Experience preparing federal financial reports (SF-425 preferred).
- Strong analytical, organizational, and documentation skills.
- Proficiency in accounting software and Microsoft Excel; experience with grant management systems a plus.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Strong communication skills and ability to work collaboratively with program and administrative staff.

Essential Duties:

Grant Financial Management

- Develop, monitor, and manage the FORGE grant budget in collaboration with the Project Director.
- Track expenditures to ensure costs are allowable, reasonable, allocable, and necessary under federal regulations.
- Maintain accurate and up-to-date financial records in accordance with GAAP and grant requirements.

- Ensure proper allocation of direct and indirect costs consistent with approved budgets and cost rate methodologies.

Reporting & Compliance

- Prepare and submit required financial reports, including SF-425 Federal Financial Reports, in accordance with reporting schedules.
- Support preparation of budget narratives, budget modifications, and continuation funding documentation.
- Ensure compliance with 2 CFR Part 200, HHS Grants Policy Statement, and ACF program requirements.
- Maintain documentation to support audits, monitoring visits, and desk reviews.

Internal Controls & Oversight

- Implement and maintain strong internal controls and fiscal accountability systems.
- Monitor subrecipients and contractors for fiscal compliance, including review of invoices and supporting documentation.
- Assist with procurement processes to ensure compliance with federal procurement standards.
- Identify and communicate financial risks or compliance issues to leadership in a timely manner.

Payroll & Administrative Finance

- Oversee payroll process and related financial transactions in compliance with grant and organizational policies.
- Coordinate with administrative staff to ensure accurate personnel cost allocations and documentation.
- Maintain lead responsibility for grant-related financial files and record retention requirements.

Financial Analysis & Sustainability

- Conduct financial analyses to support program planning, decision-making, and sustainability efforts.
- Provide financial guidance to leadership regarding spending trends, projections, and fiscal performance.

Other Duties

- Participate in staff meetings, trainings, and required grant conferences as applicable.
- Perform other related duties as assigned to support successful grant implementation.

Work Environment:

This position is primarily office-based, with occasional local travel within the service area to support meetings, trainings, audits, or monitoring activities as needed.