



## Grants Accounting Manager

**Reports to:** Chief Financial Officer

**Classification:** Full-time permanent; Nonexempt

**Location:** Dallas, TX, Hybrid M-F 8:30-5 pm (requirement)

**Salary Scale:** This is a full-time position, which provides competitive pay commensurate with experience.

### Position Summary

The Grants Accounting Manager is a member of the Finance team. The Grants Accounting Manager is responsible for monitoring grant budgets and managing compliance reporting of grant awards that support agency goals and meet funder guidelines and criteria. This position requires strong data analysis, program budgeting, project management skills, with an emphasis on federal grant compliance knowledge. The successful candidate will work closely with our programs to ensure that grant funding aligns with our strategic goals and mission.

### Organization

Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

### Core Responsibilities:

**Grant Proposal Budget Development**—preparing and modeling budget materials for grant applications, including:

- Drafting proposals budget narratives and other grant finance application requirements by collaboration with program staff, finance, and CFO.
- Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists
- Experience formulating and adhering to set project budgets, including monitoring expenditures.

**Maintain grant compliance and reporting, including outcome measurement and grant budgets**—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:

- Monitoring and maintaining funder reporting schedules and requirements.
- Tracking progress toward organizational and programmatic outcomes and goals.
- Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders.
- Manage the full cycle of the grant process, from application to reporting, ensuring compliance with grant requirements.
- Assist with submitting grant applications via paper or online portals and maintain list of passwords.
- Maintain accurate records and databases of all grant-related activities.
- Maintaining master calendar of grants and prospects and all associated files and correspondence



- Monitor project progress in collaboration with project managers to ensure that objectives are being met within the specified timelines.
- Provide regular updates to the leadership team on grant-related activities.
- Prepare interim and final reports for funders, detailing the use of funds, project outcomes, and the impact on the community and environment. This includes financial reporting as well as qualitative assessments of project success.

**Relationships and Roles:**

- Demonstrates the ability to interact and cooperate with all TTF employees.
- Builds trust, values others, is responsible for developing, updating, revising, and maintaining communication effectively, drives execution, fosters innovation, focuses on the customer, collaborates with others, solves problems creatively, and demonstrates high integrity.
- Maintains professional internal and external relationships that meet company core values.
- Inspires and supports North Texas cities in urban forestry planning and implementation of programs and projects.

**Required Qualifications/Skills:**

- Bachelor's degree (or 3-7 years of work experience with nonprofit administration, grants administration and/or nonprofit accounting).
- Demonstrated success in administering grants from foundations, government agencies, and/or corporate sponsors.
- Demonstrated analytical and persuasive writing skills experience.
- Strong administrative skills and self-motivation with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner.
- Strong organizational skills and attention to detail, with the capacity to manage multiple projects simultaneously.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving skills.
- Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint).