



Job Description: Grants Administrator

Organization: Center for Justice and Accountability

Location: Anywhere in the United States. CJA's operations are fully remote. The position requires international travel.

Position Type: Full-time, salaried with benefits

Salary Range: \$55,000-\$73,000 (commensurate with experience)

Application Deadline: Applications will be accepted until the position is filled.

About the Organization: The Center for Justice and Accountability ("CJA") is a United States-based nonprofit international human rights organization. We work globally with communities impacted by genocide, crimes against humanity, and other atrocities to seek truth, justice, and redress through innovative litigation and transitional justice strategies.

Position Overview: The Grants Administrator plays a crucial role in advancing CJA's mission by managing and supporting grant implementation.

Key Responsibilities:

- Provide financial and administrative support on restricted grants, including U.S. federal government funds and other government funds;
- Organize and maintain all files relating to restricted grants (contracts, subgrantees, consultants, procurement);
- Ensure financial transactions, including subgrant reporting, are done accurately and in a timely manner with proper documentation of allowable expenses to support both programmatic and fiscal management / audit needs;
- Maintain accurate payment milestones/invoices for subgrantees and consultants;
- Assist with the development and tracking of budgets;
- Prepare and maintain records and track all grant spending using QuickBooks Online;
- Prepare international wire and ACH payments for subgrantees and consultants in a timely manner;
- Conduct and maintain records of OFAC and debarment status for vendors and partners; and
- Ensure fiscal and grant compliance under USG and other relevant regulations.

Professional Qualifications:

- At least 5 years of professional experience, with a minimum of 2+ years of experience on U.S. federal grants;

- Analyze proposal budgets for allowability, allocability, and reasonableness.
- Familiarity with OMBs and CFRs, Buy America/Fly America, Leahy, and other USG regulations, including as these apply to sub-grants and contracts;
- Approve subgrantee financial reports, payment requests, and review invoicing.
- Assist with monthly reconciliations;
- Experience working with QuickBooks Online or equivalent accounting software;
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines;
- Experience working with subgrants, including USG compliance;
- Personal qualities of integrity, credibility, and reliability;
- Ability to thrive as part of a team with diverse experience, expertise, skills and objectives;
- High degree of accuracy and very strong attention to detail;
- Ability to stand firm on essential accounting and fiscal compliance and documentation needs;
- Ability to work independently; and
- Commitment to CJA's mission.

Salary and Benefits:

- Salary: \$55,000 - \$73,000 (commensurate with experience).
- Generous benefits package, including 100% payment of health insurance premiums for employees.
- Additional benefits include life insurance, long-term disability protection, a group 403(b) retirement plan (with an employer contribution following one year of employment), and support for professional development.

HOW TO APPLY

Please submit a cover letter, resume and three professional references by e-mail to jobs@cja.org. Please reference "Attn: Grants Administrator Search" in the subject line of the email. No phone calls, please. We thank all applicants for their interest, but only short-listed candidates will be contacted.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

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