



## **National Development Council**

### **Revenue and Grants Analyst**

#### **GENERAL DESCRIPTION:**

The National Development Council (“NDC”), one of the oldest national non-profit community and economic development organizations in the country, seeks qualified applicants for the position of Revenue and Grants Analyst. NDC was founded in 1969 with a mission of increasing the flow of capital for investment, jobs, and community development to underserved urban and rural areas across the country. For additional information about NDC, please visit <http://www.ndconline.org>.

The Revenue and Grants Analyst’s responsibilities will include working with a team of professionals to ensure quarterly and year end reporting is complete, accurate, and timely. Those responsibilities include preparing invoices and ensuring collections, preparing and reviewing internal accounting records and schedules, managing detailed grant budgets , as well as providing support to program management team members. The Revenue and Grants Analyst will report directly to the NDC Accounting Manager and work closely with Program Managers and the Chief Financial Officer.

**Salary Range:** \$90,000-\$110,000

#### **LOCATION:**

NDC’s finance team is headquartered in New York City. The position will be located in NDC’s New York City office and will involve occasional travel to attend internal meetings of staff and management. Remote candidates will be considered.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage positive relationships with client community representatives
- Manage positive relationships with field staff and team leads in both training and advisory services
- Review new and existing contracts for accuracy and completeness
- Invoice advisory service contracts according to contract terms
- Provide administrative support to field staff and teams leads when responding to requests for proposals (RFPs)
- Provide administrative support, including invoicing and reconciliations, for various federal, state and local grant programs
- Record and maintain revenue cycle transactions in accounting system
- Record and maintain grant transactions and records in accordance with GAAP and CFR 200
- Manage and maintain accounts receivable and collections

- Forecast revenue for advisory services and training with input from field staff and team leads
- Provide support to staff to ensure compliance with financial and programmatic audit requirements.

## **GENERAL QUALIFICATION GUIDELINES:**

### **Experience and Education**

The prospective candidate should have an undergraduate or advanced degree in finance and accounting, with a minimum of 5-7 years of experience in financial reporting, grant compliance and administration, and/or nonprofit accounting.

### **Knowledge, Skills and Abilities**

- CPA preferred
- Prior experience managing or auditing federal grant compliance required
- Experience with NetSuite a plus,
- Prior CDFI experience a plus,
- Advanced knowledge of Excel with experience creating ad-hoc reports for management,
- A self-starter with the ability to work effectively in a team environment as well as with external stakeholders,
- Strong analytical, time management and organizational skills as well as a high level of attention to detail,
- Effective written and verbal communication skills,
- Impeccable personal integrity and ability to maintain confidential financial information,
- Proficient with productivity software, including Microsoft Outlook, Word, Excel, and SharePoint

Interested applicants should submit a cover letter and resume to:

Gertrude Scriven at [GScriven@ndconline.org](mailto:GScriven@ndconline.org)

Competitive salary commensurate with experience. Comprehensive benefits package. NDC is an Equal Employment Opportunity employer.