



POSITION TITLE: Grant Finance Associate

STATUS: Exempt

REPORTS TO: CFO

SUPERVISES: N/A

SUMMARY:

Under the general supervision of the Chief Financial Officer, the Grant Finance Associate will manage the fiscal grant functions for portfolio of grants. Will support all fiscal aspects of grants including but not limited to: grant applications, required reporting, monitoring of grant spending and procurement, grant related payroll, and grant closeouts in conjunction with state and federal laws. Will maintain and prioritize workload with competing demands while maintaining complete confidentiality of sensitive information. Will perform other related work duties as required.

A Cover Letter and Resume are required to be eligible for application review. Salary \$60-\$65K DOE. Position is in office located in Brockton MA.

Fund Management, Analysis, and Reporting- (60%)

- Set up new grants utilizing the State of MA system with the Comptroller's office
- Monitor spending across grants to ensure appropriate expense allocation, timely use of funds, and compliance
- Monitor drawdowns, invoices, fund transfers and other regular grant related processes.
- Establish and maintain project financial tracking tools, including sub-awardees.
- Implement the quarterly fiscal grant reports and participate in the end of fiscal year organizational reporting and projections.
- Acts as a backup for accounts payable of expenses related to grants
- Remain up-to-date and proficient in all financial aspects of grants including funding policies, regulations and procedures

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Budgeting- (20%)

- Support budget development process for new proposals within portfolio and as assigned, working closely with the programmatic team to understand project activities and implementation plan.
- Support budget revisions and reallocation requests.

Financial Compliance - (20%)

- Monitor grant management and compliance systems related to pre- and post-award spending: review procurements, confirm appropriate allocation of expenses, communicate with key stakeholders, identify risks, and develop corrective action plans when necessary.
- Work closely with Grant Writer

Preferred Experience and Education:

- Minimum of Bachelor's-level degree in public administration, business, finance, economics, accounting, or a related field.
- Five years of professional experience
- Experience managing financial aspects across multiple projects
- Experience with Commonwealth of MA systems – including MOSAIC, CIW,
- Experience with Federal Grant Management Systems JustGrants, eRA, PMS, ASAP

Skills

- Ability to initiate projects and work independently with minimal supervision
- Demonstrated ability to perform statistical calculations and account reconciliation
- Skilled in resolution of problems that require considerable investigation, initiative, judgment, and discretion
- Proficiency with Microsoft Office; Advanced Excel skills
- Strong interpersonal skills; ability to collaborate effectively within departments and external collaborators
- Comfortable with inheriting already established processes and tools, while also assessing areas for improvement
- Achieving results – Able to set realistic goals, put plans into action, monitor progress, evaluate outcomes, and apply lessons learned.
- Adaptability – Able to adapt to change, to balance multiple demands, consider new approaches
- Teamwork – Able to work well with others to achieve common goals.

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Internal and external applicants, as well as position incumbents, must be able to perform the essential core tasks either with or without the assistance of a reasonable accommodation (to be determined by the District Attorney's Office on a case-by-case basis). If you believe you are in need of a reasonable accommodation please contact HR at 508-894-2538

Employee Name _____ Date _____

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