



Finance and Award Coordinator

ABOUT JUMPSTART

Jumpstart envisions the day when every child in America enters kindergarten prepared to succeed. A national early education organization with operations in 15 states plus Washington, DC, Jumpstart drives outcomes for young children in three critical ways. Jumpstart provides language, literacy, and social-emotional **direct service programming** utilizing an evidence-backed curriculum for preschool children from underserved communities, **workforce programming** to expand the pipeline of qualified, diverse talent pursuing careers in early education, and **policy advocacy** to support the early childhood field and promote high-quality early learning for all. By leveraging our 25 years of experience serving over 140,000 children with the support of more than 60,000 college students and community volunteers, Jumpstart executes these three objectives to improve the quality of the early education workforce and increase opportunity for young children to succeed across America. Learn more at www.jstart.org and join us in transforming the lives of young children!

POSITION OVERVIEW

The Finance and Award Coordinator plays an integral role in supporting Jumpstart's Finance team in all aspects of the department's work. This role will support the Senior Manager, Award Administration, with grants management, site fiscal support, trainings, and systems management. This position will be customer-service oriented and is responsible for cultivating and strengthening relationships with appropriate stakeholders. The Finance and Award Coordinator will also be responsible for ensuring fiscal compliance in invoice source documentation and stipend administration.

The Finance and Award Coordinator reports directly to the Senior Manager, Award Administration.

SPECIFIC RESPONSIBILITIES

Site Fiscal Support

- Monitor the fiscal support inbox, respond in a helpful and prompt manner, and/or designate task(s) to members of Finance team.
- Review budget modifications requests as needed and approve based on Jumpstart's Allowability policy.
- Create customized mid-year check-in templates with site budgets and collect completed information using information from Adaptive, one of Jumpstart's financial systems.

Grants Management

- Review and approve monthly and quarterly invoicing from subgrantees via Jumpstart's Periodic Expense Reporting system.
- Review stipend paperwork submissions in Salesforce and connect with program staff as needed for clarifications.
- Audit stipend enrollment and payments in Salesforce, MyAmeriCorps, and Intacct
- Implement and maintain communication plan with corporate site partners to collect in-kind information

Collaboration and Partnership

- Collaborate with Finance team to ensure information is up to date and accurate on Finance Intranet page and Site Management Binder pages
- Support with annual financial audit by providing reports from Salesforce
- Participate in biweekly department and quarterly organization-wide meetings
- Work in partnership with Program Operations to support program staff during site application process
- Be an active contributor in Diversity, Equity, and Inclusion conversations
- Work with General Counsel and Senior Manager, Award Administration to edit and prepare pre-award and Cooperative Agreement materials to be sent.

Systems

- Assist with data entry for up-to-date information in site budgets in Salesforce, Adaptive, Intacct, and PER system
- Audit PER payments and entry of PERs into Intacct, Jumpstart's general ledger software
- Provide input and feedback to Operations and Technology department to support development of system tools.

QUALIFICATIONS

Required

- Commitment to Jumpstart's core values: learning, social justice, community, joy, and inclusive leadership
- At least 1-2 years of professional experience
- Experience and comfort working with individuals from diverse backgrounds and communities
- On-going commitment and interest in social justice or diversity, equity and inclusion work
- Ability to plan, implement, and balance multiple responsibilities and projects while performing at a high level in a dynamic and fast-based environment
- Excellent written and verbal communication and presentation skills
- Ability to analyze data with an eye for detail
- Proficiency in all Microsoft Office applications

Preferred or Ideal

- Bachelor's degree or equivalent relevant professional experience
- Eagerness to solicit feedback, propose solutions, and demonstrate flexibility and desire to continuous improvement
- Experience with, exposure to, or willingness to learn Salesforce, Sage Intacct, Adaptive Insights

TRAVEL

5-10%, travel may be required for network-wide events or retreats

START DATE

April 2022

LOCATION

Boston MA

SALARY & BENEFITS

\$50,000 - commensurate with education and experience; along with excellent [benefits](#) and a great mission-driven work environment.

TO APPLY

Please complete an online application at <https://www.jstart.org/about/careers/>. Both a cover letter and resume are required to complete your application. Applications without a cover letter may not be considered. Candidates will be reviewed on an on-going basis. Please upload/attach your resume to your applicant profile as well as your cover letter.

Jumpstart for Young Children, Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, gender identity or expression, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital or parental status, amnesty, political affiliation, veteran status, military service, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws with respect to employment opportunities. Please visit our website at www.jstart.org.

Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.