



WBCI Grants and Finance Coordinator Position

Job Description

- Sophisticated nonprofit fund and grant accounting and management strongly preferred;
- Budgeting experience required;
- Proficiency with accounting software, spreadsheets and data management systems required; QuickBooks, Microsoft Office
- Excellent communication and problem-solving skills;
- Ability to pay close and accurate attention to detail.

Description of Organization: The Wyoming Breast Cancer Initiative (WBCI) has an ongoing mission to increase breast cancer awareness and prevention across Wyoming. The WBCI is led by an Executive Director, a volunteer board and several volunteer committees whose sole purpose is to raise funds through events, grants, and donations and then grant out annually to Wyoming breast cancer programs.

Job Summary: This position offers to support the mission of WBCI. The WBCI Grants and Finance Coordinator plays a critical role as part of the WBCI team that provides grants and finance services. Primary responsibilities will include broad coordination related to budget preparation, grants management and accounting services including payables, receivables and payroll processing.

Duties and responsibilities:

- Have a working knowledge of the organization and its programs;
- Work in a personable, professional way with the staff, volunteers, grantees, donors and others in the community, thus maintaining the respect and cooperation of our stakeholders;
- Show insightfulness, judgment and professionalism in carrying out job duties and responsibilities;
- Carry out duties and responsibilities as assigned by the Executive Director in a timely and professional manner;
- Participate in WBCI working committees to further strategic planning and mission;
- Attend all Board meetings prepared to present a Grants Report and Finance Report;
- Manage WBCI's nonprofit status on grant websites like GuideStar, etc.;
- Remain informed and up to date about current research and events in the nonprofit, philanthropic and other relevant sectors;
- Work with the Board's Grants Liaison to implement WBCI's grants program.
- WBCI Grantor Compliance
 - Complete grant renewal applications as applicable;
 - Maintain grant files to include current contracts, new funding awards, copies of completed expense billings, required reports, and correspondence;
 - Prepare and submit monthly and annual financial reports, statistical reports and as required by each individual grant/funder
 - Communicate with grantors as needed.



Wyoming BREAST CANCER INITIATIVE

- WBCI Grantee Coordination and Compliance
 - Build and maintain strong, collaborative, community-focused relationships with multiple stakeholders;
 - Communicate regularly and coordinate bi-annual update meetings with WBCI grantees to ensure management of allocated grant funds;
 - Oversee the grant management database (Common Grant), including grant cycle promotion, grantee communication, application review and compliance and annual reporting. Grant management will be coordinated with the WBCI Grants Liaison.
 - Bookkeeping & Finance
 - Have a working knowledge of WBCI's budget and chart of accounts. Be familiar with expenditures on balances in each category on a monthly basis;
 - Support the Executive Director in the annual agency budget creation, budget projections and analysis of expenses needed;
 - Analyze and monitor program funds balances and keep the Executive Director and Board Treasurer informed of status or issues;
 - Prepare, record and make deposits;
 - Prepare, review and distribute monthly financial reports covering income and expenses, payroll taxes, funder reports and others for the Board or IRS purposes under the guidance of the Board Treasurer. Document and address issues requiring attention and/or further discussion;
 - Maintain payable/expense files to include copies of checks, corresponding invoices for payment of monthly expense, and pertinent backup documents;
 - Coordinate the payroll process, check writing, tax statements, financial reports, and program reports with outside accounting firm;
 - Act as a liaison between WBCI and outside accounting agency;
- If directed by the Executive Director and hours have not exceeded 80 hours per month:
- Grant solicitation to increase WBCI funds.
 - Identify and access grant opportunities that WBCI could utilize to increase funding.
 - Draft grant applications with support and review from WBCI Board and WBCI Grant Liaison.

Salary and Benefits:

- Part-Time employee at a salary of \$25.00 per hour with and approximate average of 20 hours per week, recognizing that the hours per week may fluctuate, for a total of 80 hours a month.
- Home based with access to WBCI grant database, QuickBooks Online, and Google Workspace.
- WBCI will provide a laptop.
- Travel expenses, if needed, will be provided for WBCI activities in accordance with WBCI's travel policy.
- The Coordinator is an at-will employee and this contract may be terminated at any time.
- The Coordinator may seek other employment, including grant management, provided that there is no conflict of interest with any WBCI grantors or grantees and the work is otherwise consistent with the WBCI conflict of interest policy.
- The parties may agree to modify this agreement upon the approval of the Coordinator and the WBCI board.
- The employee will pay the employee share of all payroll taxes
- WBCI will pay the employer share of all payroll taxes.
- WBCI will provide 4 hours of Personal Time Off (PTO) per month for this position.

WYOMING BREAST CANCER INITIATIVE
PO BOX 2541 CHEYENNE, WY 82001
307.340.1915
wyomingbreastcancer.org



Application Process

Qualified candidates should submit the following application materials to info@wyomingbreastcancer.org by January 31, 2023:

- Cover letter
- Resume
- 1-2 Letters of Recommendation

The Wyoming Breast Cancer Initiative was established in 2016 to fund breast health services throughout Wyoming. The WBCI has granted more than half-a-million dollars through 75 community grants and 28 early detection voucher grants across Wyoming. The success of the WBCI is due to an active working Board of Directors (Board) and its dedicated stakeholders and statewide volunteers.