Project Finance Specialist

Finance and Administration Group – Exempt

Reports to: Director of Contracts and Finance, Project Directors as appropriate

Meridian Institute Employment Standards

All Meridian Institute positions require individuals to be self-starters with professional written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment, juggle multiple deadlines, and project teams.

Primary Objective of Position

Provide project administration and finance support to project teams and help to ensure that projects meet deliverables on time and within the established budget. This position is responsible for supporting the financial management of complex projects. The position requires close working relationships with Project Directors, the Finance Team, Funders, and partners.

Essential Areas of Responsibility

SUPPORT FOR PROJECT MANAGEMENT AND ADMINISTRATION

- Assist in the development and monitoring of project budgets including:
  - Project reconciliation and reporting – internally and externally,
  - Compare financials against grant and funder requirements for reporting, updating and reforecasting,
  - Maintains client and partner relationships through professional communications.
- Communicate with funders, Project Directors, Finance, team members and others as needed about budget status, approvals or questions;
- Assist the Finance and Contracts Manager with monitoring funder allocation on projects with multiple or complex funder relationships.

PROJECT ACCOUNTING & SUBCONTRACTING

- Coordinates Accounts payable - Determine the approval procedures and implement;
- Review and assign proper coding for client credit card expenses;
Job Description: Project Finance Specialist

1. Administers client funding including review and coding of receipts and steps to close out projects and de-obligate any funding;
2. Assists the with creating and monitoring sub agreements;
3. Reviews and approves agreements and contract modifications;
4. Creates, monitors, reforecasts, and develops reports for subcontractor budgets to ensure full execution;
5. Administers the payment process for subcontractors:
   a. Determines and monitors subcontractor billing terms,
   b. Track and approve subcontractor invoices for labor and allowable expenses,
   c. Provide payments on behalf of subcontractors (i.e. payment of hotels, food & beverage, flights, website tools, etc.);
6. Monitors currency implications for both internationally funded projects and internationally based subcontractors. Administers conversions and reporting as needed.

FISCAL SPONSORSHIP

1. Responsibility for all accounting functions to support individual grants;
2. Administers contracts and grants for a variety of client relationships (federal government, foundation, international and private funding sources);
3. Monitor budgets for client organizations that require grant and financial reporting;
4. Process Payments including invoice, expense reports and participant travel reimbursements.

REGRANTING

1. Supports project teams with the development and administrations of grant application systems in accordance with relevant financial requirements;
2. Assess RFPs to evaluate financial requirements and qualification criteria;
3. Compiles proposals and supplementary information to support decision making with the proposal team designee;
4. Administers the re-granting process;
5. Monitor grantee compliance and/or performance indicators.

Knowledge, Skills and Attributes

1. Minimum three years’ experience in Finance, Accounting or Contracting;
2. Experience in project based accounting and best practices;
3. Knowledge and familiarity with accounting and reporting standards, experience in research as it relates to accounting issues;
4. Experience in administering reporting, budget development and analysis, accounts receivable, and general ledger functions (including month-end/year end close process);
• Demonstrated proficiency in account reconciliation;
• Highly organized with dedication to accuracy and attention to detail;
• Aptitude for numbers and quantitative skills;
• Strong analytical and problem-solving skills;
• Ability to work independently and manage priorities effectively;
• Ability and enthusiasm to work with people from diverse backgrounds;
• Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally;
• A high degree of proficiency with Microsoft 365 tools including but not limited to: Outlook, Word, Excel (expert level), MS Teams, and SharePoint.

**Additional Requirements**

• Willingness to work a flexible schedule to accommodate international project teams and team calls at odd hours;
• Provides support as needed for internal and external audits.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*