



St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for individuals who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness.

St. Francis Center's programs and services are tailored toward adults and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, guests\* have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

\* SFC staff and volunteers refer to those we serve as "guests" because of our strong commitment to hospitality; welcoming everyone and treating each person with dignity and respect.

## JOB POSTING

**POSITION TITLE: Grant and Contract Specialist**

**PRIMARY LOCATION: 2323 Curtis St, Denver, CO**

**REPORTS TO: Director of Finance**

**DATE: December, 2020**

EXEMPT     NON-EXEMPT

FULL-TIME     PART-TIME     ON-CALL

PERMANENT     TEMPORARY

### POSITION OVERVIEW

The Grant and Contract Specialist is responsible for daily financial and business operations of the organization. Responsibilities include grant and contract management, accounting system transactions, business operations and general technical support. Position will require ability to organize and prioritize in a multi-tasking work environment in the completion of the listed duties.

### **PRIMARY RESPONSIBILITIES (Other duties may be assigned)**

1. Grant and contract management, including labor distribution analysis, timelines, some invoicing, overall compliance, reporting assistance
2. General to intermediate accounting entry
3. Intermediate to advanced technical support, including phones, email, copiers; comfortability with a computer environment including Microsoft Office Suite
4. Business operations, including building maintenance, interfacing with vendors
5. Use strong problem solving skills to work with and support others in organization

### **EDUCATION (MINIMUM REQUIREMENTS)**

- College degree required.
- Four+ years accounting or non-profit contract management experience preferred.
- Able to work independently with efficient time management skills.

## **KNOWLEDGE, SKILLS, AND EXPERIENCE**

1. Comfortable with a computer environment including Microsoft Office Suite (i.e. Outlook, Excel, Word.)
2. Able to work independently with efficient time management skills.
3. Strong problem solving skills.
4. Ability to organize and prioritize in a multi-tasking work environment.
5. Able to work with and support others in the organization.

## **PHYSICAL/MENTAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Regular computer use throughout the day, ability to sit for lengthy periods of time

Ability to lift/push/pull/carry various objects of 10 pounds frequently and 25 pounds occasionally

The noise level in the work environment is usually moderate

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## **SALARY/BENEFITS**

Salary: \$18-23/hour

This is a full-time, non-exempt position with a robust benefits package including:

- Employer-paid health insurance with an HRA plan
- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust pension plan after 1 year (5% plus a dollar-for-dollar match of contributions up to 4% of earnings)
- Generous Employer-paid sick/vacation leave

## **TO APPLY**

Qualified persons may apply by sending a cover letter AND resume to [finance@sfcdenver.org](mailto:finance@sfcdenver.org). Your cover letter should explain how the position fits into your professional goals. Resumes without a cover letter will not be considered. Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

E-mail: [finance@sfcdenver.org](mailto:finance@sfcdenver.org). On the e-mail subject line, please write "Grant and Contract Specialist"

Individuals with criminal backgrounds are invited to apply. All SFC employees undergo a background check.

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Saint Francis Center is an Equal Opportunity Employer.