



Monarch Housing Associates Senior Fiscal Associate Job Description

Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
Treasurer

Sharon Cockey
Secretary

Jennifer Gallagher
Maryanne Guenther
Robert Kley
Dr. Tendai Ndoro
Hasan Pride
Floyd Slaten
Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Jane Kaye
Comptroller

Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state. Monarch offers support to our partners in developing and financing affordable and supportive housing, and developing and implementing plans to end homelessness.

General Description:

Monarch is seeking a Senior Fiscal Associate who will be responsible for managing and tracking contracts and grants, ensuring timely applications, and reviewing and approving invoices and payment drawdown requests for Monarch's Foundations and Housing Development contracts. The Senior Fiscal Associate will serve as the liaison between Monarch and various agencies. This position requires the ability to multi-task, with excellent time management, writing and proof-reading skills, and very strong communication and interpersonal skills.

Primary Duties and Responsibilities:

- **Grant Management - Tracking Contracts:** Maintain Excel spreadsheets, coordinate contract calls, maintain contract copies, track modifications, submit reports, coordinate internal meetings to review contract, scope, progress, spending rate
- **Grant Management – Subgrantee Oversight:** Maintain copies of subgrantee agreements/MOUs, track modifications, collect and review receipts, confirm expenses are eligible under contract and approve expenses, provide subgrantee with summary of approved receipts, communicate with subgrantee, prepare summary invoice, maintain tracking spreadsheets
- **Grant Management – Contract Expenditures:** Track monthly expenditures against awarded budget, track billing to funder against award amount, track total expenditures against billing to funder and payment to subgrantees, review expenditure rates for overspending or underspending



- **Grant Management – RFP Response:** Monitor RFPs and grant application releases, collect fiscal documents, prepare and coordinate signatures for all forms, prepare final submission package, submit proposal

Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
Treasurer

Sharon Cockey
Secretary

Jennifer Gallagher
Maryanne Guenther

Robert Kley
Dr. Tendai Ndoro

Hasan Pride
Floyd Slaten
Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Jane Kaye
Comptroller

- **Agency Accounts Receivable:** identify billing according to staff time, meet with team to identify items to be billed, prepare backup documentation to support invoice, create invoice, submit billing to funders, track invoice generation, invoice submission, invoice payment, follow up with funders for unpaid invoices, review accounts receivable report monthly and identify payment issues

- **Agency Audit:** Provide all documents request by auditor, coordinate signatures, save final audit to shared drive

- **Agency Bank Accounts:** collect bank statements and save to shared drive, share copies of bank statements with bookkeeper monthly

- **Other duties as assigned**

Reports To: Comptroller

Qualifications:

- Minimum bachelor's degree
- Minimum 3 years of accounting, bookkeeping, or nonprofit finance experience
- Administrative experience in a non-profit organization preferred
- Proficiency in Microsoft Office Suite (Word, Excel) and Adobe
- Extremely organized and meticulous with details
- Excellent interpersonal, verbal and written communication skills
- Ability to work comfortably and effectively with all staff members, including CEO and COO
- Ability to work independently and take responsibility for ensuring all deadlines and other requirements are met
- Excellent project management skills and ability to prioritize work and resources
- Strong work ethic, integrity, and the highest ethical standards
- Ability to be discreet and maintain confidentiality with information
- Sensitivity to varying cultural, ethnic, and social backgrounds, values and attitudes
- Possess a reliable car and valid driver's license; willingness to travel within New Jersey.
- Applicants must be authorized to work for any employer in the U.S. Monarch does not currently sponsor for immigration or work permit applications.



Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
Treasurer

Sharon Cockey
Secretary

Jennifer Gallagher
Maryanne Guenther
Robert Kley
Dr. Tendai Ndoro
Hasan Pride
Floyd Slaten
Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Jane Kaye
Comptroller

Job Schedule and location: Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford at least two days per week. Occasional travel around the state of New Jersey is required.

Compensation: \$60,000 - \$80,000 depending on experience. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, paid time off, and professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates who will help us live out this commitment to apply.

How to Apply:

Send cover letter and resume to:

Hilary May, hmay@monarchhousing.org