



## **Finance & Administrative Associate – Full Time Position**

### **SBA Community Navigator Grant Pilot Program – USHCC (“HUB”)**

#### **Washington, D.C. Office**

#### **Position Summary**

The primary focus of this pilot program is to offer technical assistance and support to small minority-owned businesses and the underserved community to help strengthen engagement and opportunity. The USHCC is designated as a “HUB” for this program, partnering with five “Spokes” to carry out this initiative. This position will support the day-to-day accounting and administrative functions of the SBA Community Navigator Grant Pilot Program and contribute to meet the needs and responsibilities of the “HUB.” The Finance & Administrative Associate will be the point on tasks related to the funding and monitoring of each “Spoke” partner, ensuring the funding is used per all applicable conditions, requirements, and restrictions to include functional expense tracking and grant management. This position will report to the Accounting Manager and work closely with the Finance team internally.

#### **Responsibilities**

- Serve as the leading staff overseeing all of the “HUB”’s financial responsibilities to the “Spoke” partners per the Funding Distribution Agreement and federal, state, and local laws, in a timely manner.
- Provide administrative support to the Project Coordinator and Finance team as directed.
- Assist in monitoring “Spoke” partners to ensure all activities and funding requirements are met in compliance with the stated goals.
- Maintain correspondence, information, and activity files relevant to the program.
- Process and track all payment requests, contracts, and expenses according to the outlined and approved budget.
- Other administrative duties as assigned.

#### **Qualifications**

- Bachelor's degree in Accounting or relevant discipline with experience in non-profit is required.
- 3-4 years of proven work experience in accounting or finance positions.

- High level of proficiency with Excel and Microsoft 365 is a must.
- Experience with QuickBooks desktop is required.
- Experience in grant financial management and budgeting is a plus.
- CPA candidate preferred.
- Exceptional written, oral, interpersonal, and presentation skills.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.