

Queen of Peace Center Grants & Revenue Analyst - FT

As a member of the Federation of Catholic Charities, Queen of Peace Center (QOPC) has been providing family-centered behavioral healthcare for women, children and families.

General Description:

Provides assistance with grant reporting and budget maintenance including data collection, analysis and financial processing

Specific Duties:

- Compile and prepare data for grant evaluation and reporting
- Maintain spreadsheets of financials, data and grant information
- Assist with the preparation of financial reports and budgets
- Prepare financial analyses of programs for budgeting and forecasting
- Work in collaboration with program and administrative staff to ensure compliance with grant and quality procedures
- Prepare reports as requested by funders, accrediting bodies and department managers
- Prepare direct billing, invoicing, and/or request payments for all delivered services from grant awards including private, public, and federal awards
- Attend meetings as necessary including department, quality improvement and grant-specific meetings
- Other duties as assigned

Qualifications:

- Minimum of a Bachelor's Degree in business, finance, public administration or other related fields
- Good communication skills, both oral and written
- Competent in computer skills including Excel spreadsheets, Access databases and other software systems.
- Ability to manage time well and finish tasks in an efficient manner
- Ability to work well under pressure with frequent deadlines

Please submit cover letter and resume to Steve Saffa, ssaffa@ccstl.org

EOE