



100% REMOTE CONTRACTS ADMINISTRATOR

California Job Announcement

Part-Time & Full-Time Position Available

FOR CONSIDERATION PLEASE SUBMIT RESUME and COVER LETTER TO:

HUMANRESOURCES@OCMECCA.ORG

WHO WE ARE:

We are the [Multi-Ethnic Collaborative of Community Agencies](#) (MECCA) and our mission is to ensure the delivery of culturally and linguistically responsive health and human services to traditionally underserved multicultural communities in Orange County. For over a decade, MECCA and our [members agencies](#) have provided education, outreach, and a range of services in the County's seven (7) threshold language. Together, our collaborative is a movement to increase access and resources to diverse multicultural communities.

WORKING WITH US:

By joining the MECCA team, you are a part of collective impact interdisciplinary team that strives for excellence and continuous improvement in the service of our communities. We center equity and cultural humility in everything that we do, serving as a guiding force to foster a strengths'-based work environment.

OUR FINANCE DEPARTMENT:

MECCA's finance department is 100% remote with the option of working from the administrative offices located in Santa Ana, CA serving as a resource to the employee. With a growing accounting and finance team, there is significant opportunity for growth and advancement within the Department. MECCA has a team-oriented culture, providing employees with the tools and training necessary to be successful.

SALARY & BENEFITS:

- Full-time - The annualize salary for this full-time position is \$64,480.00 plus benefits including remote assignment, 12 PTO days, 14 paid holidays + floating holiday), 100% health, dental and vision insurance coverage, term-life insurance, and on the job training.
- Part-time - The pay for this part-time position is \$31 hour (for up to 30 hours a week as needed) including remote assignment and on the job training.

POSITION SUMMARY:

The Contracts Administrator will work toward ensuring that MECCA is complying with all applicable contract/grant rules and regulations; this includes ensuring that all organizational policies, procedures and trainings are developed and maintained.

KEY RESPONSIBILITIES:

- Effectively manage portfolio of active foundation, corporate, and government funders in support of general operating, programs, and sponsorships.
- Participate in the budget preparation and budget modifications for new and ongoing grants.
- Collaborate effectively with team members across the organization to collect and provide information, communicate deadlines, and work collaboratively on reports.
- Effectively utilize collaboration tools to support efficient processes within interdepartmental staff teams. Responsible for the performance, monitoring, and procurement activities of the compliance department
- Ability to work independently, manage multiple projects and priorities within a multi-disciplinary team environment.
- Ensure policies and procedures and relevant documents and processes are consistently, effectively and efficiently managed within the department and across the organization
- Identify potential compliance vulnerabilities through ongoing risk assessment activities, develop and monitor corrective action plans.
- Provide quality assurance review and oversight of invoicing/reporting to ensure compliance with GAAP, Uniform Guidance Title 2 CFR 200, funder specific regulations/requirements, and internal controls.
- Partner with executive leadership staff to prepare the annual operational budget and cost projections.
- Assist with the month-end close process and reconciliations of general ledger accounts to ensure that all applicable expenses are captured in monthly billing.
- Support with the preparation of year-end close and annual audit.
- Track grant budgets monthly to ensure funder compliance and maximum utilization.
- Identify saving trends and recommend strategies to ensure full spend down of awards.
- Directly manage the preparation and submission of grant invoices and financial reports for a variety of funders.
- Participates in and/or lead cross-organizational departmental initiatives, as needed, to achieve agency goals
- Responsible for facilitating and coordinating the execution of all grant agreements and onboarding subrecipient awardees.
- Assist with other finance and accounting projects as required.

KEY REQUIREMENTS:

- A Bachelor's degree or equivalent experience.
- At least 3 years of professional grants management experience, including demonstrated experience stewarding government \$1MM+ grants.
- Strong interpersonal communication skills, and the ability to present information concisely and effectively, both verbally and in writing.
- Excellent relationship skills; the ability to work effectively in a small and collaborative team environment.
- Solution-oriented approach, with excellent time management and organizational skills; strong attention to detail.
- An ability to work in a fast-paced and deadline-oriented environment.
- Capacity to work in ambiguity through periods of growth and change.

COMPETENCIES:

- Perform quality work within deadlines, with or without direct supervision.
- Interact professionally with other employees, participants/community members, and partners.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to communicate information accurately, clearly and concisely in normal vocal tone
- Must be able to transport laptop, projector, files and/or other materials to and from meetings
- Must be able to drive to and from meetings and do site visits with community agencies
- Must possess manual dexterity sufficient to use hands, arms and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
- Must possess vision sufficient to read standard text and drive a vehicle
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties

WORKING CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employee will spend up to 50% of the time engaged in virtual meetings to promote and connect the integration of contract services with co-workers and partners.

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. Multi-Ethnic Collaborative of Community Agencies' (or MECCA's) management team reserves the right to amend and change responsibilities to meet business and organizational needs.

MECCA is committed to providing equal employment opportunities to all employees and applicants, without regard to sex (including childbirth, breastfeeding, and related medical conditions), pregnancy, gender, gender identity, gender expression, sexual orientation, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, ethnicity, race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), color, caste, citizenship status, uniform service member and veteran status, marital status, age (40 and over), protected medical condition (including cancer and genetic conditions), genetic information, (physical or mental) disability, reproductive health decision-making, medical leave or other types of protected leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other protected status in accordance with all applicable local, state, and federal law.

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