



Grant & Fiscal Specialist (Nonprofit)

Atlanta CASA | Full-Time | Atlanta, GA (Hybrid/In-Person)

Change a Child's Story!

Atlanta Court Appointed Special Advocates (CASA) is seeking a **detail-oriented and mission-driven Grant & Fiscal Specialist** to provide **grant management, fiscal stewardship, and administrative support** to our organization. This role is ideal for a professional with **strong bookkeeping, grant reporting, and nonprofit operations experience** who thrives in a dynamic, purpose-driven environment.

Key Responsibilities

Grant Management & Compliance (50%)

- Assist with **grant applications, reporting, and submissions** to ensure compliance with funding requirements.
- Monitor **grant expenditures** and ensure funds are used per contracts.
- Prepare and submit **reimbursement invoices** for grants such as **VOCA, PSSF, ARPA, and Fulton County**.
- Reconcile grant funds with payroll and operational expenses.
- Ensure full expenditure of grant funds to avoid **deobligation**.
- Maintain compliance with **federal, state, and local grant policies**.

Fiscal Oversight & Accounting (30%)

- Maintain accurate financial records, process invoices, and manage **receipt inputs**.
- Provide monthly **financial reports** to leadership and external accountants.
- Oversee **expense tracking, reconciliations, and financial reporting**.
- Assist with **annual audits and year-end financial activities**.

Administrative & HR Support (20%)

- Manage **donor platforms, process online donations, and generate donor reports**.
- Initiate **background checks, onboard new hires, and maintain personnel files**.
- Oversee **office supplies, payroll processing, and technology inventory**.
- Support **volunteer recruitment and training initiatives**.


Qualifications


- **3+ years of experience in nonprofit administration, grant management, or bookkeeping.**
- **Strong knowledge of federal, state, and local grant compliance (VOCA, PSSF, ARPA preferred).**
- **Experience with QuickBooks, CRM systems, and payroll processing.**
- **Strong financial management and budgeting skills.**
- **Ability to work independently, meet deadlines, and multi-task.**
- **Excellent communication and organizational skills.**
- **Passion for child advocacy and nonprofit work.**

Why Join Us?

- **Make a meaningful impact** in the lives of children and families.
- **Work in a supportive, mission-driven team.**
- **Competitive salary and growth opportunities.**

How to Apply

 **Submit your resume & cover letter to domonique.cooper@atlantacasa.org by 02/22/2025.**

 Applications will be reviewed on a rolling basis.

◆ **Atlanta CASA is an equal-opportunity employer and encourages applicants from diverse backgrounds.**