

VYJ Data & Finance Administrator

JOB DESCRIPTION

Position Title: VYJ Data & Finance Administrator

Program/Department: Administration

Immediate Supervisor: VYJ Finance Director

Work Schedule: Part-Time – 30 hours per week.

Benefits: Employee Health/Dental/Vision insurance and retirement plan

DESCRIPTION:

The Data & Finance Administrator supports the fiscal management, compliance, and administrative functions of Volunteers for Youth Justice. Working under the direction of the Finance Director, this position assists with grant fiscal reporting, audit preparation, database maintenance, and documentation to ensure accuracy, accountability, and alignment with organizational and funder requirements. The Data & Finance Administrator collaborates with VYJ staff to maintain efficient fiscal systems and uphold the integrity of financial data, directly contributing to VYJ's mission.

QUALIFICATIONS:

The VYJ Data & Finance Administrator should have the following skills and experience:

- Bachelor's degree or equivalent work experience, preferably in business, finance, or non-profit administration.
- Excellent organizational and time-management skills with the ability to prioritize competing deadlines.
- Ability to interact effectively and appropriately with high-level professionals, committees, and volunteers.
- Strong ability to manage sensitive and confidential information with discretion, professionalism, and a high standard of personal integrity.
- Excellent interpersonal and intercultural communication skills.
- Proficiency in Word, Excel, and Outlook, with preferred experience in database management.

RESPONSIBILITIES:

GRANT MANAGEMENT:

- Prepare and assemble monthly fiscal reporting packets for all active grants including CASA, FRC, and TASC, ensuring completeness and accuracy.

- Ensure timely fiscal reporting and budget management of all awarded grants.
- Manage LCLE grants through Egrants database – monthly and quarterly reporting in collaboration with Finance Director.
- Maintain organized electronic and hard copy files of fiscal backup documentation for audits, including invoices, receipts, payroll summaries, and check copies.
- Assist with preparing budgets and data reports for the annual CASA AP RFP.
- Input fiscal data, budget modifications, and reporting deadlines into QuickBase for real-time financial tracking.
- Assist with the preparation and review of annual audit documentation by compiling grant-level expense detail and backup materials.
- Collaborates with the Finance Director and program leadership to assess departmental operations and fiscal data, identifying ongoing program needs to support informed planning and resource allocation.
- Collaborate with the Grants Administrator to ensure fiscal documentation aligns with narrative reports and funding timelines.
- Assist with providing data as needed by the Finance Director or VYJ Grants Administrator for grant reporting and application development.
- Maintain confidentiality and ensure continual secure storage of all financial and program documentation in compliance with agency policy.
- Collaborate with the Grants Administrator to research to identify, cultivate, and solicit new grants.

ADMINISTRATIVE:

- Support the development and organization of the VYJ case management database, including creating and maintaining data entry fields, reports, and documentation structures to support program operations.
- Assist the Finance Director with continuous QuickBase reviews and updates to ensure data accuracy, functionality, and alignment with organizational reporting requirements.
- Generate and review exception reports, collaborating with program staff to identify discrepancies, resolve data issues, and ensure accuracy and consistency within the database.
- Participate in monthly Finance Team meetings to coordinate overall financial strategy, ensure alignment of grant activities with budget objectives, and support organization-wide fiscal planning.
- Assist with VYJ Fundraiser and Awareness events as needed.