



EDA Recompete – Management, Equity, and Governance – Finance Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time position to oversee financial transactions and compliance for all eight component projects under its *Eastern Kentucky Runway* application. This position will provide financial oversight to maximize the impact and efficiency of the grant deployment. This is a grant-funded position serving 12 SOAR counties: Bell, Floyd, Harlan, Johnson, Knott, Knox, Leslie, Letcher, Magoffin, Martin, Perry, and Pike.

This position will report to SOAR's Chief Financial Officer.

Duties and Responsibilities

1. Supervise all financial transactions related to grant deployment, including budgeting, spending, and reporting across eight projects and multiple subawardees/contractors.
2. Develop and maintain comprehensive financial management systems and procedures to track and monitor grant funds, ensuring accuracy, transparency, and compliance with grant regulations and organizational policies.
3. Prepare and monitor project budgets, forecasts, and financial reports, analyzing variances, identifying trends, and providing recommendations to optimize financial performance and resource allocation.
4. Collaborate with project managers, program coordinators, and partner organizations to ensure alignment of financial activities with project goals, objectives, and timelines.
5. Coordinate the preparation and submission of financial reports and invoices to grant funders and stakeholders, ensuring accuracy, completeness, and timeliness of submissions.
6. Monitor cash flow and liquidity needs for grant-funded activities, managing disbursements and reimbursements to ensure timely payment of expenses and compliance with grant requirements.
7. Conduct periodic financial audits and reviews to assess internal controls, identify areas for improvement, and mitigate risks related to fraud, waste, and abuse of grant funds.
8. Provide training and technical assistance to project staff and partners on financial management policies, procedures, and compliance requirements.
9. Collaborate with the finance team and senior leadership to develop and implement strategies for financial sustainability and long-term impact of the grant-funded projects.

Expectations

1. At least 3 years of experience in financial management, grant accounting, or a related field, with demonstrated expertise in managing large grants and complex financial transactions.
2. Strong knowledge of grant regulations, accounting principles, and financial reporting standards, particularly as they apply to federal grants and non-profit organizations.

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3. Proficiency in financial management software and tools, with advanced skills in Microsoft Excel for budgeting, forecasting, and data analysis.
4. Excellent organizational and time management skills, with the ability to prioritize tasks, manage multiple projects and deadlines, and work effectively under pressure.
5. Strong analytical and problem-solving abilities, with the capacity to identify issues, evaluate alternatives, and implement solutions to complex financial challenges.
6. Excellent communication and interpersonal skills, with the ability to build relationships, facilitate collaboration, and communicate financial information effectively to diverse stakeholders.
7. Ability to work independently and as part of a team, with a collaborative and solution-focused approach to financial management and oversight.
8. Commitment to maintaining confidentiality and integrity in handling financial information, and adherence to ethical standards and professional integrity.
9. Flexibility to adapt to changing priorities, needs, and circumstances, and willingness to embrace innovation and continuous improvement in financial management practices.

Culture and Core Values

SOAR's mission is simple: grow Eastern Kentucky's population.

Our team culture is anchored by putting the interests of Eastern Kentucky first in all that we do. We believe treating others the way we want to be treated is always within our control. Our core values include faith, selflessness, grit, integrity, and empathy. We do our best to exemplify these daily in our interactions with each other and with external partners.

Why SOAR?

The SOAR organization offers a chance to be part of a movement that's bigger than any one of us individually. Eastern Kentucky won't be solved by others. It's going to take us to come together to find the solutions. Through communications, collaborations, and convenings, SOAR is on the front lines helping to get the right people in the right rooms to ensure the future of Eastern Kentucky burns as bright as ever.

SOAR offers a competitive salary along with the following benefits:

- 100% paid individual health insurance
- SIMPLE IRA retirement plan
- Cell phone stipend
- Mileage reimbursement for work-related travel

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- Laptop provided
- Annual bonus

Apply Now

Please apply [here](#).

SOAR is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.