

Carbon A List - Director of Grant Finance & Administration

Reports to: Head of Operations

Position Type: Full-time (Grant-Funded; Renewable Based on Funding)

Location: Remote (U.S.-based)

Position Overview:

The Director of Grant Finance & Administration will oversee the financial, compliance, procurement-adjacent, and reporting operations of a complex USDA-funded program. This role is responsible for ensuring that grant activities are executed in a compliant, coordinated, and audit-ready manner, while supporting leadership with clear analysis, risk assessment, and decision support.

This position manages key grant-related contractors (primarily accounting and grant-compliance legal support), translates USDA requirements into executable scopes of work, and serves as the organization's internal steward of grant integrity and reporting accuracy. The Director acts as a delegate to the Head of Operations, with authority to run day-to-day grant administration while escalating budgetary, strategic, or high-risk decisions to leadership.

This role does not replace accounting or legal counsel, nor does it hold final approval authority for submissions to USDA. Instead, it ensures that leadership decisions are well-informed, defensible, and aligned with federal requirements.

Key Responsibilities

Grant Financial Administration & Oversight

- Provide senior-level oversight of grant financial operations, including budgeting, forecasting, variance analysis, and internal controls.
- Manage accounting contractors responsible for bookkeeping, invoicing, drawdowns, and financial reporting.
- Review financial outputs for accuracy, allowability, allocability, and compliance with such as 2 CFR 200 and USDA award terms.
- Advise leadership on financial risk, documentation standards, and compliant approaches to budget adjustments (without owning final budget authority) to accommodate both Federal and private funding.

Grant Compliance & Lifecycle Management

- Serve as the internal authority on grant compliance interpretation and application.
- Oversee grant execution across the full lifecycle, including amendments, monitoring, and closeout planning.
- Maintain institutional knowledge of prior USDA interpretations, approvals, and compliance decisions to reduce reliance on informal or undocumented history.

- Identify compliance risks early and recommend corrective or preventative actions.

Procurement Support & Contractor Coordination

- Partner with legal counsel to support grant-related procurement and contracting activities.
- Translate programmatic and compliance needs into clear scopes of work for grant-funded vendors.
- Manage performance and deliverables of grant-specific contractors (primarily accounting and compliance-related legal support).
- Identify and resolve gaps or overlaps across contractor responsibilities, escalating issues as needed.

Reporting Oversight

- Coordinate preparation of USDA financial and programmatic reports.
- Validate consistency across financial data, operational records, and narrative reporting.
- Partner with internal teams responsible for farmer data collection to ensure reporting readiness and compliance.
- Maintain version control and supporting documentation for all reported figures and submissions.

Audit Readiness & Risk Management

- Maintain continuous audit readiness across financial, procurement, and reporting domains.
- Coordinate audit fieldwork and responses with leadership, contractors, and auditors.
- Support resolution of audit findings, corrective action plans, and follow-up reporting.

Ideal Qualifications:

- 10+ years of experience in program administration, with demonstrated responsibility for financial stewardship, statutory reporting, and compliance.
- Significant experience in federal grants and financial assistance management, including deep familiarity with 2 CFR 200 and other relevant federal regulations.
- Demonstrated experience overseeing financial operations, compliance frameworks, and audit readiness in complex funding environments.
- Experience managing or partnering with accounting and legal professionals in a compliance-driven context.
- Strong analytical and communication skills, with experience producing executive-level briefings, decision memos, and reports.
- Background in government, higher education, or similarly regulated environments strongly preferred.
- CPA or JD not required.

Physical Qualifications & Work Environment

- Normal physical requirements associated with working in an office environment such as prolonged sitting and repetitive motion such as typing on a computer keyboard.

- May also require periodic standing, walking, and/or bending.
- Visual acuity sufficient to perform frequent work on a computer screen and review printed reports and other materials. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- The person in this position has frequent in person and virtual contact with others. Requires the ability to hear and to communicate orally with others.

Salary

\$140,000 - \$160,000, based on experience and qualifications.

Application Deadline

Preference will be given to applications received by Monday, January 19, 2026 at 11:59 PM EST