



## Cure Violence Global Position Description

**Position Title:** Fiscal Organization Technical Assistance Specialist  
**Project:** DOJ Community Based Violence Intervention and Prevention Initiative (CVIPI)  
**Classification:** Full-Time  
**Location:** U.S.A  
**Reports To:** Project Director

### Organization Overview

Cure Violence Global® (CVG) is a nonprofit organization whose mission is to reduce violence globally using evidence-based public health and disease control methods. CVG delivers in-depth training and technical assistance (TTA) on its proprietary Cure Violence® public health approach to violence reduction to jurisdictions and local community-based organizations. CVG's approach is grounded in an understanding that violence follows a contagious process: it clusters and spreads geographically, is transmitted through exposure, and is perpetuated and reinforced through social norms. The CVG model therefore focuses on 1) detection/interruption; 2) behavior change and treatment; 3) shifting community norms.

CVG's TTA approach calls for the identification of and collaboration with local partner organizations that have the capacity, credibility, and desire to operate a local program, with CVG providing start-up training, ongoing technical assistance, a peer learning network, and process and outcome evaluation to ensure program fidelity and maximal impact. Currently, CVG is working with more than 50 communities in the U.S. and in several other countries.

CVG is an equal opportunity employer and welcomes applicants of all races, ethnicities, religions, genders, gender identities, and sexual orientations.

### Position Summary

The Fiscal Organization Technical Assistance Specialist is responsible for working with five (5) Community-based organizations (CBOs) receiving subgrants under CVG's Department of Justice grant award, to assist them with building the financial systems, controls and processes to support the growth of the organization. The Fiscal Organization Specialist will assess the capacity of each CBO, determine needs and help them develop a plan to build organization capacity. This may include Board development, implementing an accounting system, developing policies and procedures, human resource support and compliance, strengthening internal controls, understanding and developing systems to support compliance with Federal, State and local grants, budgeting and planning, and fundraising/resource development. Grant term is 36 months – 10/01/24 to 09/30/27.

## Essential Functions

- Assesses the specific needs of the organization as it relates to the financial infrastructure, ability to properly record and report financial activity, ability to comply with funding and legal requirements, ability to protect the financial assets of the organization.
- Works with the CBO organizations to develop a plan to improve their financial capabilities, strengthen internal controls, develop processes and procedures to improve efficiencies, compliance, accuracy and security of their systems, and build infrastructure to support an increase in staffing, funding, programming and other financial activity.
- Assists with implementation of accounting systems, design of chart of accounts, developing financial reports as needed.
- Assists with identifying local resources to support insurance requirements, banking needs, accounting services, and payroll processing needs of the organization.
- Educates CBO staff members on compliance requirements of the Federal subgrant, building systems to support reporting requirements, maintaining proper documentation of expenditures and activities, and record retention.
- Educates CBOs and their Boards on their roles and responsibilities to protect the organization.
- Helps the CBOs understand the role of the external auditors, the organization's role in the audit process, funder, state and federal audit requirements, program specific requirements.
- Provides other technical assistance, training and resources to the organizations, as needed
- Actively participates in team meetings and workgroups.
- Performs other duties as assigned within the scope of the position and project.

## Qualifications and Skills

- Undergraduate degree in business, finance, accounting, public administration, or related field.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and reporting.
- At least five years' accounting experience working with nonprofit organizations and community bases organizations.
- Experience with grant reporting requirements, grants management, program compliance.
- Experience with audit process and requirements, preparation of audit workpapers.
- Experience with accounting software systems in a nonprofit environment.
- Technical skills, analytical ability, good judgement, strong operational focus, and high ethical standards.
- Well-organized and self-directed, while also operating as a team player.
- Robust problem-solving skills and collaborative ability to work with others.
- Excellent project management skills.
- A strong educator who is willing to share information and serve as a mentor.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.

## **Disclaimer**

This job description reflects the general nature and level of work anticipated in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

The applicant will have to participate in a yearly performance review process.

### **Please submit cover letter and resume to:**

Hollie Ellis

Manager of Human Resources

Cure Violence Global

E-mail: [hellis@cvg.org](mailto:hellis@cvg.org)