



## Grants Assistant – Overdose Prevention Project

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### The Position

Vital Strategies is seeking qualified candidates for the position of **Grants Assistant, Overdose Prevention Project**. The Grants Assistant will report to the Grants Manager, Public Health Programs. The Grants Assistant will also collaborate with the Senior Grants Manager and Technical staff. The position is based in New York City. Applicants must possess a valid working permit to work in New York City.

### Specific Duties:

- Advises consultants/meeting attendees, etc. regarding proper payment processing procedures
- Completes consultant/vendor/service provider agreements and liaises with contractees regarding payment terms, etc.
- Prepares and processes payment and per diem requests, review for proper coding
- Communicates with staff and vendors to solve invoice, payment request and per diem inquiries
- Submits contract obligations to Accounting
- Updates Monthly Budget Reconciliation and Expense Projection Reports and meets with program staff to review reports as needed
- Reviews/reconciles grantee quarterly reports
- Tracks payments submitted for project to help facilitate expense analysis
- Provides Program with payment status updates via weekly reports (Smartsheet/Excel/etc.)
- Performs other related duties as required and assigned
- Maintains program files on management platform and SecuriSync

### Qualifications and skill set:

- Minimum 2-3 years in accounting, finance, audit and grants management
- Bachelor's degree in Accounting, Finance, Business Management or related degree required



- Intermediate to advanced expertise in MS Excel including proficiency in using pivot tables, V-lookups
- Strong analytical and communication skills
- Strong capacity building skills

**How to apply:**

Please send your CV and cover letter, including your salary requirements to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line. Closing date for applications is **November 8, 2018**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.