



MEMORANDUM

TO: Trustees

FROM: Linda Grayson, Personnel Committee Chair **BOARD ACTION REQUIRED**

DATE: November 10, 2022

SUBJECT: Resolution to Approve Changes to MHB's Organizational Chart and Related Job Descriptions

The MHB Personnel Committee met November 8, 2022, to review and approve recommended changes to MHB's Organizational Chart resulting from recent staff transitions. The Committee also reviewed and approved revisions to job descriptions related to the redistribution of duties following the elimination of the Director of Operations position and the addition of an Administrative Assistant position. Lastly, the Coordinator of Early Childhood Partnerships position was revised, elevated to the next salary range, and changed to a more generalist Children's Services Project Director position with oversight of MHB's early childhood, out-of-school time, and other assigned Children's Services projects. Lastly, a small change was approved to the policy in the Employee Handbook regarding use of Paid Time Off following resignation.

CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES

APPROVE REVISED ORGANIZATIONAL CHART AND REVISED JOB DESCRIPTIONS

RESOLUTION

WHEREAS, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri to fund the Community Mental Health Fund (CMHF) and Community Children’s Services Fund (CCSF); and

WHEREAS, MHB’s staffing needs have grown and evolved as a result of increased revenue from the Community Mental Health and Community Children’s Services Funds; and

WHEREAS, MHB has leveraged additional revenue to support behavioral health and children’s services in the City of St. Louis through federal grants and two fiscal sponsorships; and

WHEREAS, MHB’s Personnel Committee met November 8, 2022, to review and approve a revised organizational structure and revised job descriptions following the elimination of the Director of Operations position and the addition of an Administrative Assistant position; and

WHEREAS, a minor change to the policy in the Employee Handbook pertaining to Paid Time Off following resignation, was reviewed and approved by the Personnel Committee;

NOW THEREFORE BE IT RESOLVED:

The MHB Executive Director is authorized to utilize the revised organizational chart and revised job descriptions in managing the organization’s staff. The Executive Director is further empowered to use the Administrative Assistant and Children’s Services Project Director job descriptions in the recruitment, hiring, and retention of qualified staff.

APPROVED THIS 17th DAY OF NOVEMBER 2022

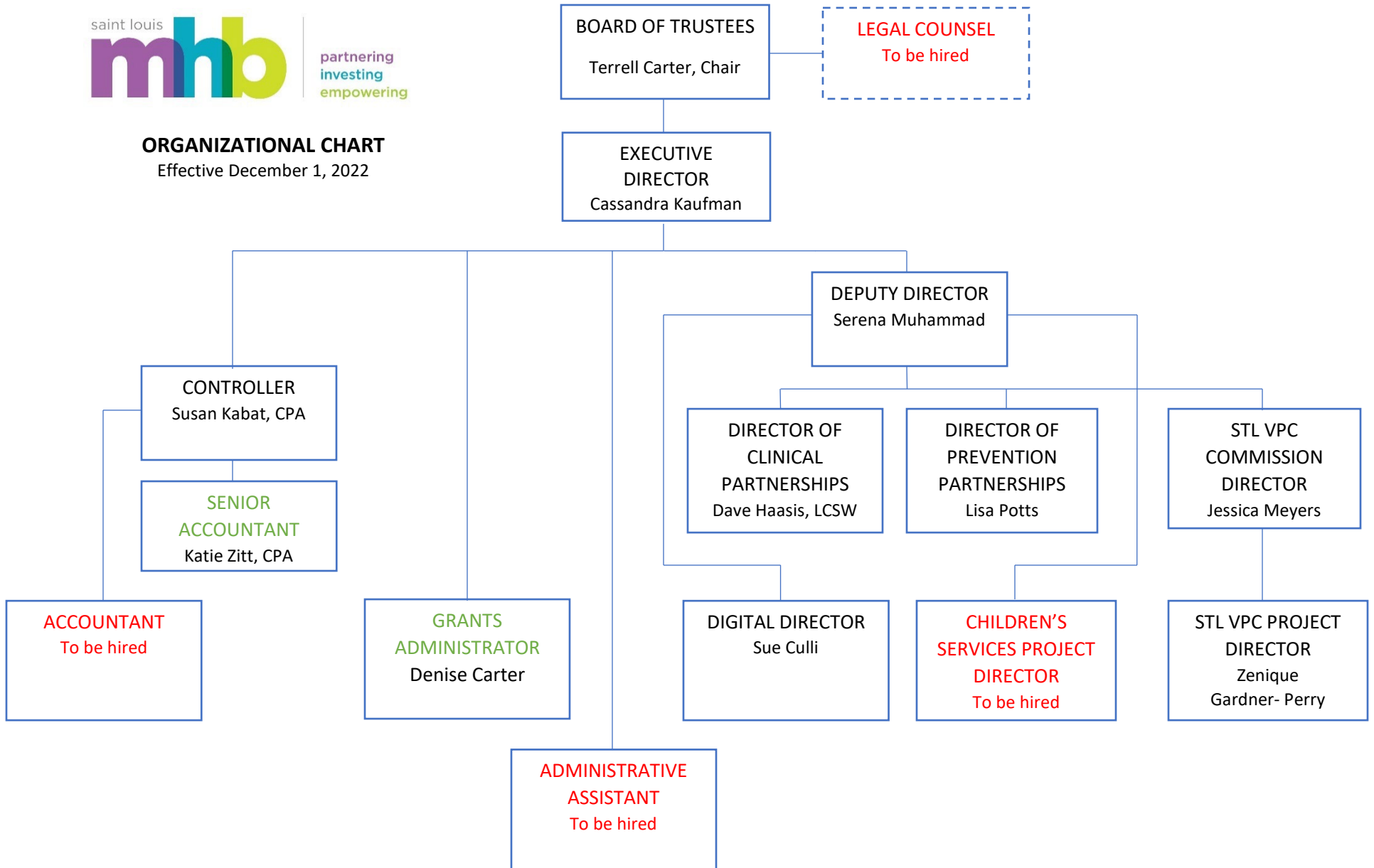
Board Chair/Officer Name (printed):	Signature:
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ATTEST:

Board Officer Name (printed):	Signature:
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ORGANIZATIONAL CHART
Effective December 1, 2022





SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Accountant**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Controller**

Revision Date: November 2022

POSITION SUMMARY:

The Accountant supports the enterprise-wide financial affairs of the Saint Louis MHB to facilitate the attainment of MHB's strategic goals. At the direction of the Controller this position also provides accounting support for the City of St. Louis Senior Citizen's Fund. Additionally at the direction of the Controller, the Accountant provides accounting support to the St. Louis Area Violence Prevention Commission for which Saint Louis MHB serves as the backbone organization and fiscal agent.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
 - Supports the development and preparation of the annual organizational budget under the oversight of the Controller

2. Accounting & Finance
 - Performs accounting functions including, but not limited to managing the general ledger, processing cash receipts, analyzing account information, reconciling accounts, calculating depreciation and accruals, maintaining database of fixed assets, maintaining annual journal entry files, ensuring timely payment of vendor invoices, and preparing monthly invoices for any contracted work
 - Prepares monthly, quarterly, and annual financial reports or statements and program specific reports on a monthly basis at the direction of the Controller
 - Maintains supporting schedules for allocations related to payroll, health, dental/vision, and disability/life insurance
 - Performs annual reports and updates supporting the payroll function
 - Monitors spending on contracts utilizing accounting software
 - Assists with monthly, quarterly, and year-end closings; preparation of the annual audit; and preparation of 1099's
 - Participates in the development of finance-related policies and procedures
 - Enters billing into accounting system for monthly payments to funded partners and vendors as appropriate
 - Assists with Accounts Payable and reconciliations related to Community Investments

3. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or related field preferred or 4 years' experience in bookkeeping, accounting, and auditing in a business, corporate, government, or non-profit setting.
2. Working knowledge of General Accounting Standards
3. Knowledge of fund accounting for grant tracking and restricted third-party funding preferred
4. Proficient in Microsoft Office and finance/accounting software. Preference for proficiency in QuickBooks.
5. Exceptional written and verbal communication skills
6. History of working cooperatively and effectively with agency personnel
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Administrative Assistant**

FLSA Status: **Exempt**

Departments: **Operations**

Status: **Full-Time**

Reports to: **Executive Director**

Creation Date: **November 2022**

POSITION SUMMARY:

The Administrative Assistant provides excellent internal and external customer service in the delivery of wide-ranging administrative support to organizational leadership, finance, and programmatic staff of the Saint Louis MHB.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Operations
 - Provides confidential administrative support to the Executive Director and Deputy Director including meeting coordination, events, calendar maintenance, correspondence, memoranda, and preparing general communications
 - Provides administrative support to the Community Investment processes and other non-property tax operating grants
 - Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board recruitment, appointments, and onboarding
 - Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board Committee meetings, materials, meeting minutes, and Committee support
 - Ensures files of MHB Board of Trustees' meeting agenda, approved resolutions, meeting minutes, are maintained electronically
 - Facilitates general office supply ordering and maintenance
 - Manages travel arrangements, conference attendance, and professional development/continuing education registration for all MHB staff
3. Other duties as assigned by management

QUALIFICATIONS:

1. Associates degree in business administration or related field plus at least 4 years' experience in a business, corporate, government, or non-profit setting OR equivalent combination of education and experience
2. Initiative-taking and self-directed performer with the ability to use a consultative approach when appropriate.
3. History of working cooperatively and effectively with public officials and organizational personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Children's Services Project Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **November 2022**

POSITION SUMMARY:

The **Children's Services Project Director** manages community investments related to early childhood, **out-of-school-time, and other children's services programming** to facilitate the attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Community Leadership and Involvement
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
3. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to early childhood, **out-of-school time, and children's services** in the communities served by Saint Louis MHB
 - **Oversees MHB's portfolio of early childhood, out-of-school time, and other children's services projects as assigned by the Deputy Director**
 - Provides community outreach/education about available funding and training for MHB applicants and grantees on the grantmaking process and outcome-based funding
 - Provides application support for MHB applicants and funded partners
 - Ensures all CCSF grantees' activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
 - Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
 - Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
 - Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

4. Other duties as assigned by management

QUALIFICATIONS:

1. **Master's degree** in early childhood, social work, public administration, public health, psychology, counseling, or related field plus at least 4 years' experience in a non-profit or government setting
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office and various other platforms
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



partnering
investing
empowering

SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Controller**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **November 2022**

POSITION SUMMARY:

The Controller administers the enterprise-wide financial affairs of the Saint Louis MHB to facilitate the attainment of MHB's strategic goals. This position also serves as the Controller for the City of St. Louis Senior Citizen's Fund through an administrative agreement. Additionally, the Controller oversees the financial affairs of the St. Louis Violence Prevention Commission for which Saint Louis MHB serves as the backbone organization and fiscal sponsor.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in MHB's formal planning processes
- Oversees the development and preparation of the annual organizational budget in consultation with the Executive Director and the Finance--**Investment** Committee for approval by the Board of Trustees

2. Management

- The **Senior Accountant and** Accountant report directly to this position
- Recruits, interviews, and recommends potential candidates to the **Executive Director**
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submits to the **Executive Director** for review and approval

3. Accounting & Finance

- **Oversees overall management of enterprise-wide organizational finances**
- Oversees the implementation of the annual organizational budget with guidance from the Finance--**Investment** Committee and Executive Director and support from the **Senior** Accountant and **Accountant**
- Develops and maintains financial record keeping and reporting systems
- Facilitates organizational payroll function
- Oversees and reviews billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions
- Monitors cash balances and initiates necessary fund transfers
- Tracks federal grant expenses, executes federal draw, and prepares, files, and maintains all required federal financial reporting; assists in subrecipient monitoring for federal subawards

- Develops and maintains assessment tools for evaluating applicant and grantee financial risk
 - Prepares and presents quarterly financial statements to MHB's Finance—Investment Committee and Board of Trustees
 - Prepares monthly and year-end closings to ensure general ledger accounts are reconciled
 - Manages the filing of tax forms including, but not limited to 1099's and W2's
 - Oversees preparation of annual audit completed by an independent auditor
 - Serves as financial advisor to the Executive Director, the Secretary/Treasurer, and Finance—Investment Committee
 - Directs specific procurement procedures for services such as banking and audits as the contracted Controller for the City of St. Louis Senior Citizens' Fund
 - Participates in development of finance-related policies and procedures
4. Investment Management
 - Serves as liaison to investment management firm related to liquidation and transfers of funds from investment to operating accounts
 5. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or related field, plus at least 8 years' experience in accounting and auditing at a management level in a business, corporate, government, or non-profit setting. Government accounting experience preferred.
2. CPA credential required
3. Excellent working knowledge of General Accounting Standards and Government Accounting Standards Board requirements
4. Working knowledge of Federal Uniform Guidance and other federal grant reporting
5. Proficient in MS Office and finance/accounting software. Preference for proficiency in QuickBooks.
6. Exceptional written and verbal communication skills
7. History of working cooperatively and effectively with public officials and agency personnel
8. Commitment to health equity and racial justice
9. Objective decision maker that does not include personal preference or bias in decisions
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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Deputy Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: November 2022

POSITION SUMMARY:

The Deputy Director assists the Executive Director in the overall planning, directing, and coordination of the work of Saint Louis MHB. Responsible for the oversight and coordination of community investments to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in and/or leads at the direction of the Executive Director MHB's formal planning processes, including but not limited to:
 - Periodic strategic planning
 - Needs assessments
 - Trend analysis
 - Periodic review of Community Investment Policies

2. Management

- The Director of Clinical Partnerships, Director of Prevention Partnerships, St. Louis Area Violence Prevention Commission Director, **Children's Services Project Director, and the Digital Director** report directly to this position
- Recruits, interviews, and recommends potential candidates to the Executive Director
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submits to the Executive Director for review and approval
- Takes on duties and assignments of Executive Director in their absence

3. Community Leadership and Involvement

- Represents MHB at speaking engagements in the community related to the organization's mission
- Seeks opportunities for the Saint Louis MHB to provide community leadership, coordination, and collaboration to enhance community services
- Engages in local collaborations/groups related to behavioral health prevention, intervention, and/or alignment efforts
- Identifies and maintains relationships with a diverse group of community members, agencies, institutions, and government officials

4. Program Management
 - Provides leadership of and oversight for MHB's grantmaking and community investment processes
 - Oversees strategic initiatives, collaborative funding, and collective impact
 - Acts as liaison with community investments, new project management, federal and state agencies related to distribution of public funds, coalition building, and community planning
 - Ensures the grant management information system allows for production of data as it relates to programmatic and fiscal oversight of community investments
 - Provides training for MHB applicants, grantees, staff and Trustees on the grantmaking process and outcome-based funding
 - Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded partners, while working to change the culture of grantmaking from transactional to transformational
 - Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making
5. Fiscal Management
 - Participates in annual budgeting process
 - Oversees the management of community investments as it relates to adherence to the approved operating budget
6. Other duties as assigned by the Executive Director

QUALIFICATIONS:

1. Master's degree in social work, psychology/counseling, public administration, or a related field, plus a minimum of 8 years' experience in supervisory or management positions. Four of those 8 years should be in non-profit or government agencies that make grants or enter into contracts for services.
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



partnering
investing
empowering

SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Digital Director**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **November 2022**

POSITION SUMMARY:

The Digital Director manages the enterprise-wide administration of Saint Louis MHB technologies, digital systems solutions, **vendor relationships, facilities management, and serves as the liaison to MHB's property manager.**

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Operations
 - Manages relationship and serves as liaison to Salesforce IT consultant and external IT support provider
 - In consultation with executive leadership, develops scopes of work for special projects
 - Serves as in-house expert for any technology and software systems used by MHB with the exception of QuickBooks accounting software for which the Controller serves as the in-house expert
 - Manages Salesforce and HubSpot generated emails to funded partners and community stakeholders
 - **Trains staff and funded partners on the use of the grant management system for application processes, reporting, and record maintenance**
 - Serves as first line IT support for MHB staff for technology and software issues, escalating issues to MHB's IT support provider as appropriate
 - Conducts annual inventory of MHB technology and manages equipment replacement using a pre-determined schedule
 - Oversees broadband/Internet and Wi-Fi access, ensuring functionality
 - Oversees MHB communication systems, including telephones, 3CX system, instant messaging, etc.
 - **Monitors all existing vendor relationships, facilitates bid processes for new vendor services as needed, and oversees vendor contract renewals**
 - **Serves as liaison with property management organization**

3. Community Relations and Public Affairs

- Creates strategy for internal and external communications for the organization
- Manages website and social media
- Maintains brand consistency

4. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in business, information technology, or related field, plus at least 4 years' experience in logistics, office management, computer/equipment, or related functions in a business, corporate, or non-profit setting
2. Proficient in MS Office, grant management, and finance/accounting software with the ability to train staff on the use of office system's software
3. Ability to remain up to date on current technologies, communication systems, social media, and Internet changes
4. History of working cooperatively and effectively with public officials and organizational personnel
5. Exceptional written and verbal communication skills
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Clinical Partnerships**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: November 2022

POSITION SUMMARY:

The Director of Clinical Partnerships manages community investments related to clinical behavioral health services for children, youth, and adults to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Management
 - May recruit, interview, and recommend potential candidates to the Deputy Director and Executive Director
 - May train and manage staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - May prepare annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to clinical behavioral health programs and services affecting children, youth and adults in the communities served by Saint Louis MHB
 - Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)

- Implements all facets of the Permanent Supportive Housing Initiative in conjunction with the Grants Administrator and Executive Director
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CMHF and CCSF funded partners providing clinical behavioral health services are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded partners, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in social work, psychology, counseling, marriage and family therapy, or related field and a clinical mental health license required, plus at least 6 years' experience providing clinical behavioral health services to children and youth; preference for a clinician with experience providing clinical behavioral health services across the lifespan.
2. Preference for experience at a management level in an organization providing human services
3. Knowledge of human services delivery systems, grant making, and contracting process
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver's license
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Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Grants Administrator**

FLSA Status: **Exempt**

Departments: **Program and Operations**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **November 2022**

POSITION SUMMARY:

The Grants Administrator provides excellent internal and external customer service in the delivery of wide-ranging grants administration and **contracting** to organizational leadership, **finance**, program staff, and **funded partners**.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Operations
 - Implements all facets of the contracting process for the Community Mental Health Fund, Community Children's Services Fund, St. Louis Area Violence Prevention Commission, fiscal sponsorships, and federal grants
 - Ensures proper agency notification and adherence to **Community Investment**, compliance, and retention policies
 - Oversees records management and maintains electronic files with contractually required supporting documents for all funded **partners**, federal grants, funding partnerships, and initiatives
 - Works internally with program and other staff to implement grantmaking requirements and ensure effective workflow
 - Identifies opportunities to optimize grant workflow, collaborating with other colleagues to implement while ensuring continued quality and timeliness across all aspects of the grant cycle
 - Examines the impact of MHB's grant making processes on various stakeholders, particularly funded partners, grant seekers, and MHB staff as part of MHB's continuous quality improvement process
 - Manages the annual recertification process for Permanent Supportive Housing Initiative projects in conjunction with the Director of Clinical Partnerships
3. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor’s degree in human services, psychology, business administration, or related field plus at least 4 years’ experience in a business, corporate, government, or non-profit setting OR equivalent combination of education and experience
2. Initiative-taking and self-directed performer with the ability to use a consultative approach when appropriate.
3. History of working cooperatively and effectively with public officials and organizational personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
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Employee’s name

Employee’s signature

Supervisor’s name

Supervisor’s signature

Today’s date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Senior Accountant**

FLSA Status: **Exempt**

Department: **Operations**

Status: **Part-Time (0.75 FTE)**

Reports to: **Controller**

Revision Date: **November 2022**

POSITION SUMMARY:

The **Senior** Accountant supports the enterprise-wide financial affairs of the Saint Louis MHB to facilitate the attainment of MHB's strategic goals. At the direction of the Controller, this position also provides accounting support for the City of St. Louis Senior Citizen's Fund. Additionally, at the direction of the Controller, the Accountant provides accounting support to the St. Louis Area Violence Prevention Commission for which Saint Louis MHB serves as the backbone organization and fiscal **sponsor**.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
 - Leads the development and preparation of the annual organizational budget under the oversight of the Controller
2. Accounting & Finance
 - Performs accounting functions including, but not limited to managing the general ledger, processing cash receipts, analyzing account information, reconciling accounts, calculating depreciation and accruals, maintaining database of fixed assets, maintaining annual journal entry files, ensuring timely payment of vendor invoices, and preparing monthly invoices for any contracted work
 - Prepares monthly, quarterly, and annual financial reports or statements and program specific reports on a monthly basis at the direction of the Controller
 - Maintains supporting schedules for allocations related to payroll, health, dental/vision, and disability/life insurance
 - Performs annual reports and updates supporting the payroll function
 - Monitors spending on contracts utilizing accounting software
 - Assists with monthly, quarterly, and year-end closings; preparation of the annual audit; and preparation of 1099's
 - Participates in the development of finance-related policies and procedures
3. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or related field, plus 4 years' experience in accounting and auditing in a business, corporate, government, or non-profit setting. Government accounting experience preferred.
2. CPA preferred, not required
3. Working knowledge of General Accounting Standards and Government Accounting Standards Board requirements
4. Knowledge of Federal Uniform Guidance and other federal grant reporting
5. Proficient in Microsoft Office and finance/accounting software. Preference for proficiency in QuickBooks.
6. Exceptional written and verbal communication skills
7. History of working cooperatively and effectively with public officials and agency personnel
8. Commitment to health equity and racial justice
9. Objective decision maker that does not include personal preference or bias in decisions
10. Excellent judgment and ability to handle confidential information
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____