GRANTS ANALYST

The Area Agency on Aging of Broward County (AAABC) is a nonprofit organization serving Broward County's senior residents, age 60 or older. The AAABC plans, develops, coordinates, and evaluates programs; funds services; and is the prime Advocate for residents of Broward County, Florida, 60 years of age or older. We are your one-stop source of information regarding services in Broward County, Florida, for seniors, persons with disabilities, ages 18 and over, their families, and caregivers.

The Grants Analyst is responsible for ensuring all Agency Contracts are appropriately monitored. This position also ensures that providers are in compliance with contractual fiscal guidelines and reporting and that contract invoices are processed accurately and timely.

The qualified candidate must have a minimum of a Bachelor’s Degree from an accredited college or university with major coursework in accounting, finance, or related field. Requires proficiency with Microsoft Suite and utilizing spreadsheets, experience working with a large volume of data requiring a high degree of accuracy and attention to detail. Knowledge of Accounting software a plus.

Interested applicants should submit their resume via email to jobs@adrcbroward.org.