



Youth Development Finance Assistant

Posted by

[FirstPic, Inc.](#) | Gambrills, MD

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Salary

Salary in \$30s or \$40s depending on experience.

THE OPPORTUNITY

FirstPic, Inc. is a dynamic management consulting firm that offers a wide range of project management consulting services for youth serving non-profits throughout the country, such as Boys & Girls Clubs of America, Sea Research Foundation, Cal Ripken, Sr. Foundation and many others. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of youth development projects. The Youth Development Finance Assistant position is a fantastic opportunity for an individual interested in gaining broad exposure to youth development program consulting, working directly with youth program providers and gaining experience in managing federal funding. Located in Gambrills, MD, FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need.

REQUIRED SKILLS

- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a

project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work environment.

- Take initiative and maintain a team-orientated approach to work.
- Demonstrate a high degree of flexibility and adaptability.
- Display enthusiasm and commitment; maintain a positive "can-do" attitude.
- Have the ability to complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team members.
- Must be able to work with minimal supervision and manage multiple tasks simultaneously.
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors.

RESPONSIBILITIES INCLUDE:

Finance-related responsibilities:

- Reviewing financial reimbursement requests for completeness, allowable costs and appropriate documentation
- Tracking financial reimbursements of subgrantees
- Conduct outreach and phone calls to local sites to ensure timely submission of financial reimbursements
- Communicating deadlines for financial reimbursements to subgrantees
- Participating in trainings for finance staff at subgrantee agencies
- Providing technical assistance by phone and email for financial staff at subgrantee agencies
- Assisting in other project related work as requested
- Provide general administrative support to project team
- Take notes during conference calls and meetings and writing summary documents

ADDITIONAL INFORMATION:

- Degree required.
 - Salary in the mid-\$30s depending on experience.
 - Benefits include paid leave, health insurance, 401K match.
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Details at a glance

 On-site Location

 Full Time Schedule

 4-Year Degree Required

 Entry level

Benefits

Benefits include paid leave, health insurance, and 401K

How To Apply

recruitment@firstpic.org

<http://www.firstpic.org>

Please submit a resume and cover letter (with salary requirements) to recruitment@firstpic.org. Please include the job title in the subject line of the email. PDF format preferred.

Location

2614 Chapel Lake Dr, Gambrills, MD 21054