**Data Entry Analyst**

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| * Job Title: Data Entry Analyst Reports to: Director, Grants Management |

**Job Summary**: Data Entry Analyst is a member of the grants management team (GMT) and assists with all related grants data entry functions for state and federal funding sources that support direct services for victims of crime.

**Essential Functions:**

* Responsible for grantee data entry
* Reviews grantee expenditure reports
* Works collaboratively with team members to assure efficiency and accuracy of work products
* Maintains accurate record keeping and filing
* Establishes and maintains professional working relationships with sub-recipients

**Additional Responsibilities:**

* Assists in providing technical assistance to sub recipients as directed
* Supports fiscal staff as needed
* Participates in aspects of the grants procurement process for multiple funding streams as directed

**Qualifications:**

* One to two years relevant data entry or fiscal experience, or bachelor’s degree in a related field
* Strong computer skills, including Microsoft Word, Excel, Outlook, PowerPoint, and capacity to learn other specific software
* Ability to analyze and manage budgets
* Ability to work effectively in a collaborative team environment
* Strong attention to detail and overall organizational skills
* Ability to establish and meet deadlines and effectively problem solve
* Strong relationship-building skills
* Travel throughout Massachusetts required – must possess valid driver’s license

**Position Details:**

* Salary range of mid-to-high 30s
* Non-Union
* Non-exempt position
* Work schedule is Monday – Friday 9am – 5pm
* Located in Boston office

**Additional Information:**

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator.

Diversity Officer / ADA Coordinator Phone Number: Jennifer Grigoraitis, T: 617-586-1350

**How to Apply:**

Interested applications should submit a resume and cover letter to MOVA at:

MOVA

1 Ashburton Place, Suite 1101

Boston, MA 02108

Attn: Desiree Bender

[mova@state.ma.us](mailto:mova@state.ma.us)

617-586-1341 (fax)

We are unable to accept phone calls regarding job postings.

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