Finance & Grants Accountant

Job Summary:
Under the general direction of the Finance & Grants Manager, the Finance & Grants Accountant is responsible for maintaining financial, accounting and grant support services to meet the needs of the organization and the donors. This position is responsible for providing financial reporting, analysis, and related accounting duties. The Finance & Grants Accountant will focus heavily on budgeting, compliance, reporting and variance analysis functions.

Responsibilities:
- Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting, and grant closeout functions required by the grant funders.
- Prepare accurate and timely financial reports to donors as required.
- Prepare accurate and timely financial reports on grants for internal management purposes.
- Work with the Finance & Grants Manager on cash flow forecasts for programs.
- Review invoices and provide account codes, when appropriate, for proper project accounting.
- Produce budget and expense analysis reports.
- Work with Program Staff in the development of forecasts, budgets, and budget revisions for programs.
- Communicate monthly financial reports with appropriate program staff, informing them of the financial position of the project.
- Coordinate with the Controller to process journal entries to various projects if needed.
- Perform all related duties and responsibilities as assigned.

Required Skills:
- Analytical--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- Problem Solving--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Oral Communication--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
• Written Communication--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.
• Quality--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
• Quantity--Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
• Proficient with Microsoft Office Suite or related software.

**Education and Experience:**
• Bachelor’s degree in Accounting and or Finance
• Five to Seven years of full-time work experience in Grants Management and/or Non-Profit Accounting with experience in budgeting, forecasting and financial reporting.
• Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules, and regulations.
• Familiar with accounting fundamentals

**Physical Requirements:**
• Frequently required to stand, walk, and sit.
• Frequently required to utilize hand and finger dexterity using a keyboard.
• Frequently required to talk or hear.
• Occasionally required to lift/push/carry items up to 25 pounds.

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