

The position of **Accountant** reports to the Chief Financial Officer, or as assigned.

The accountant performs accounting functions including daily, monthly and year end procedures, applying knowledge of organization's accounting policies and procedures as well as Generally Accepted Accounting Principles (GAAP).

Essential Functions:

The accountant will have responsibility for the essential functions listed below.

- Perform review of subrecipient invoices for compliance with contract budget and reasonableness
- Prepare and provide billing templates and update billing workbooks for subrecipient use for invoicing; interface with subrecipient fiscal staff as needed
- Prepare and submit invoices to funders and prepare and process drawdowns of grant funds; enter receivables in accounting system
- Serve as key fiscal member of SNAP team, responsible for quarterly grant billings and reports, assist subrecipients as well as program staff on SNAP issues
- Calculate allocations for pooled costs, including fringe benefits, central office, and other indirect costs
- Prepare journal entries and supporting documentation, and enter in accounting system
- Serve as backup for other staff functions, including accounts payable
- Reconcile balance sheet accounts, identify and resolve outstanding items, prepare and record adjustments as needed
- Prepare or assist with quarterly state and federal filings, such as quarterly Form 9130
- May assist with fiscal monitoring of subrecipients in accordance with grant requirements and regulations
- May assist with fiscal monitoring examinations by grantors and other funders
- Assist with preparation for annual financial statement and compliance audit.
- Document procedures and workflow for assigned areas of responsibility; maintain changes/updates in procedures
- Contribute to department initiatives to streamline processes and improve workflow using technology and other strategies
- Interact with program staff with information on subrecipient contract spending and grant funds available
- Work on special projects as assigned
- Create and promote a positive work environment
- Other duties as assigned

Qualifications:

- Bachelor of Science in Accounting or equivalent from an accredited university
- At least two years of accounting experience, preferably in complex non-for-profit or governmental organization
- Strong computer skills, including intermediate Excel skills; experience with Blackbaud Financial Edge is a plus
- Strong problem-solving and analytical skills
- Accuracy and attention to detail in daily work and other projects; ability to meet communicated schedules and deadlines
- Ability to work independently and as a team player
- Strong communication skills, both verbal and written
- Experience with grant accounting and subrecipient contracts is a plus

Status: Exempt

Pay Grade: E4