

## COMMUNITY FORWARD SF

TITLE: Temporary Grants Accountant

REPORTS TO: Chief Financial Officer

STATUS: Non-Exempt

JOB DESCRIPTION: The Grants Accountant will be responsible for fiscal and administrative functions of all organization grants and contracts.

### RESPONSIBILITIES:

- Reconciling the program/grant general ledgers and preparing necessary corrections to ensure proper month end close and compliance with all GAAP, Federal OMB, grant/contract standards and guidelines.
- Maintaining compliance with grant and contract agreements while working to improve upon controls, systems, processes and protocols of organization's grant accounting functions.
- Preparing and submitting grant/contract billings using Contractor online reporting system.
- Preparing cost reports and financial status reports.
- Preparing Annual Cost Reports as required by contractor.
- Responsible for time and effort reporting.
- Reviewing and preparing necessary journal entries for salary distribution adjustments.
- Responsible for monthly allocation of non-personnel costs.
- Work closely with the Program Managers and Coordinators on budget planning, grant proposals, analysis, modifications and contract/grant matching requirements.
- Other special projects, reporting, and analysis as assigned.

### QUALIFICATIONS:

- BA/BS with a concentration in Accounting and/or Business Administration or equivalent work experience.
- Minimum 3-years experience as a Grants Accountant, Fund or not-for-profit accounting experience.
- Month and year end close experience using Sage Software.

- Non-profit and/or government contract experience desired.
- Demonstrated work experience managing multiple government-funded programs.
- Accuracy and precision in math, strong analytical skills, organized, team player, ability to meet deadlines.
- Ability to analyze and clearly communicate complex issues.
- Microsoft Office Suite, specifically advanced Excel skills including: Pivot Tables, V Look-Ups, and Logic functions.
- Excellent communication and interpersonal skills.