

Grant Accountant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$30.00 to \$40.00 hourly

Employment status: Contract / Temporary to Hire

Description

We are seeking a driven and detail-oriented individual to join our team as a Grant Accountant. Our organization is dedicated to promoting social change and advancing nonprofit missions by providing financial resources and operational support. If you are passionate about contributing to a meaningful cause and working in a dynamic team, this job is for you.

Primary Responsibilities:

- Oversee and manage all aspects of financial grants, ensuring all activities are in line with the organization's policies, regulations, and grant requirements.
- Prepare and analyze monthly financial reports, monitor, track and manage grants revenue and expenses, ensuring proper allocation and usage of funds.
- Maintain complete grant files ensuring all necessary documentation is updated and filed appropriately.
- Coordinate with the program staff and grant administrators in budgeting, financial reporting, and preparing for audits.
- Ensure compliance with government and grantor regulations, performing regular audits of grant-related accounts.
- Assist with the preparation and negotiation of project budgets.
- Respond promptly to financial inquiries from stakeholders, resolving any issues or discrepancies quickly.
- Maintain knowledge of each grant's terms, including any changes or modifications, and provide clear communication to all relevant parties.

Requirements

- Bachelor's degree in Accounting or related field.
- Minimum 3 years' experience in grants accounting or similar role.
- Knowledge of non-profit accounting in accordance with U.S GAAP
- Exceptional attention to detail.
- Ability to interpret and apply complex financial regulations and procedures.
- Excellent organizational and time-management skills.
- Proficiency in Microsoft Office Suite, particularly Excel, and accounting software applications.
- Excellent communication and interpersonal skills, with a demonstrated ability to explain financial concepts to non-financial staff.

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