



Position Title:	Grants and Budget Accountant
Supervisory Responsibilities:	No
Budget Responsibilities:	Yes
Reports To:	Senior Accountant
FLSA Classification:	Exempt

POSITION SUMMARY:

The Grants and Budget Accountant plays a crucial role in the Finance Team. This individual is tasked with backing various accounting operations, guaranteeing precision in financial documents, and enhancing the organization's overall financial stability. The position requires working in a fast-paced environment, adhering to a structured work setting, and meeting deadlines. These duties include, but are not limited to, managing accounts Receivable/Payable, making general ledger entries, creating invoices, and reviewing financial transactions.

PRIMARY RESPONSIBILITIES:

1. Prepares accurate and timely monthly and quarterly invoices for funders as well as other financial and Ensure timely Invoice Submission.
2. Receives grant budgets and sets them up in accounting systems including inputting initial budgets into Intacct.
3. Perform daily accounting tasks, including but not limited to, accounts Receivable/Payable, general ledger entries.
4. Logs incoming checks, donations, receipts into Intacct.
5. Prepares and enters assigned month end and closing entries.
6. Performs, monitors, and records all necessary accounts receivables entries; Proactively follows-up with necessary grantors when payments are late.
7. Assist in the month-end and year-end closing processes, ensuring timely and accurate completion.
8. Monitors budget to actuals for each grant and plan with Senior Accountant grant closeout functions.
9. Monitors subrecipient and subcontractor contracts and regular invoicing.
10. Maintains organized contract files electronically and hard files.
11. Monitors invoicing and assists during pulling process.
12. Ensure compliance of grants spending with Identity's policies/procedures and donor rules/regulations
13. Reconcile payment discrepancies and resolve any other issues to maintain the integrity of financial data.
14. Assists Controller and Senior Accountant with grant budget modifications.
15. Assists in preparation for grants audits by the granting agencies and the yearly financial statement audit.
16. Contribute to process improvement initiatives to enhance the efficiency of the finance department and supports Identity's mission and values. Brings best self to the workplace and shares ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Assist Controller with closing month and year-end files.
2. Performs other duties as assigned, required, or needed.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree in accounting, Finance, or related field or experience working in a non-profit accounting environment
- Strong computer and database management skills required.
- Experience working with, accounting software (Intacct, QuickBooks Pro) or other Programs.
- Microsoft Word and Excel Proficiency required.
- Experience working with Docuware Document Management System and Bill.com, a plus.

SKILLS AND ABILITIES:

- Bilingual English/Spanish preferred but not required.
- Adept with computers, calculators, photocopier, fax, and other office equipment.
- Organized, learns quickly, compiles, and analyzes data.
- Performs required tasks with appropriate level of technical knowledge.
- Exhibits patience, self-confidence, and ability to build rapport with others.
- Demonstrates strong customer orientation and diffuses situations with minimal disruption by working cooperatively and finding common ground with others.
- Solid accounting knowledge is required, with a thorough understanding of accounting principles and financial reporting. The ability to apply generally accepted accounting principles (GAAP) in daily accounting practices is essential.
- Detail oriented, thorough, and accurate in all work including reconciling, recording transactions and proofreading.
- Able to prioritize, organize multiple projects, and multi-task to meet deadlines with effective and efficient use of resources.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment in all aspects of job responsibilities.
- Thrives in a fast-paced environment working independently and with a team.

WORK ENVIRONMENT:

- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 80% of the workday.
- The ability to lift and move up to 10lbs.