



Position Title:	Grants & Budget Accountant
Supervisory Responsibilities:	No
Budget Responsibilities:	Yes
Reports To:	Director of Finance
FLSA Classification:	Exempt
Date:	August 5, 2019

POSITION SUMMARY:

The Grants and Budget Accountant is an essential member of the Finance Team. Manages grants, grant requirements and grants budgets, and assists in the management of the organization budgets. Works in a fast-paced environment, must be able to accept a structured work environment, meet deadlines and work well under pressure. They assist the Director of Finance with transactional and routine bookkeeping and accounting responsibilities including verifying, reviewing and reconciling bills and posting and documenting financial transactions.

PRIMARY RESPONSIBILITIES:

1. Assists the Director of Finance in reviewing budgets for grant proposals
2. Assists in the Director of Finance in reviewing the organization-wide fiscal year budget
3. Serves as one of the point of contacts for contract monitors (at granting agencies)
4. Receives and reviews grant documents before they are executed
5. Receives grant budgets and sets them up in accounting systems including inputting initial budgets into QuickBooks
6. Maintains organized contract files electronically and hard files
7. Publishes and tracks grant deliverable dates for Program Directors
8. Assists Director of Finance with grant budget modifications
9. Serves as first line of review and approval for transactions to be billed to grants and prints manual checks
10. Monitors budget to actuals for each grant and plan with Director of Finance grant closeout functions
11. Monitors subrecipient and subcontractor contracts and regular invoicing
12. Prepares accurate and timely monthly and quarterly invoices for funders as well as other financial reports
13. Monitors invoicing and pulling process
14. Ensure compliance of grants spending with Identity's policies/procedures and donor rules/regulations
15. Serves as the first line of review and approval for vendor invoices
16. Maintains and updates salary allocation spreadsheet
17. Opens mail and logs incoming checks, donations, receipts into Quickbooks
18. Manage Gift Card inventory and performs gift card audits
19. Conducts monthly payroll audits
20. Manages credit card accounts and makes credit card payments
21. Processes retirement and loan payments
22. Performs, monitors and records all necessary accounts receivables entries; follows-up with necessary grantors when payments are late
23. Manages, configures and provides technical Docuware support to staff
24. Assists in preparation for and serves as liaison for grants audits by the granting agencies and the yearly financial statement audit
25. Supports Identity's mission and values. Continually looks for ways to improve the organization and

works in alignment with Identities strategic goals. Brings best self to the workplace and shares ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Participates in organization's advocacy activities.
2. Assists Director of Finance with closing month and year-end files.
3. Performs other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting preferred or experience working in a non-profit accounting environment
- Strong computer and database management skills required
- Docuware and Bill.com experience a plus but not required
- Experience working with QuickBooks Pro, accounting software, and Microsoft Word and Excel required.

SKILLS AND ABILITIES:

- Bilingual English/Spanish preferred.
- 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.
- Detail oriented, thorough and accurate in all work including reconciling 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.