

Grant Accounting Specialist

Finance Department

Job Summary

The Grant Accounting Specialist reports to the Controller and Director for Finance and is responsible for the financial management of grants. This position is responsible for recording financial activity, preparation and submission of related financial reports, expenditure compliance review and cost transfers, and the annual grant closeout in accordance with GAAP. This is achieved through monthly journal entries, account analysis and reconciliation, variance analysis, ad-hoc reporting and forecasts/budgets for their respective areas of responsibility. The Grant Accounting Specialist requires the ability to communicate intelligently, yet plainly, to various audiences, what can often be very complex accounting or financial issues. They must be able to understand accounting concepts as set forth by GAAP, ASC guidance, and the Sarbanes Oxley Act.

Principal Accountabilities:

- *Accounting function*– Records, reconciles, and prepares monthly financial reporting of Grants. Develop policies and procedures as needed to periodically identify weaknesses in financial controls.
- *Cash Management* – Tracks and reconciles the incoming wire payments related to each grant and forecast cash flow needs.
- *Budgeting & Forecasting* – Assists in the development of the annual operating budget for the grants assigned.
- *Account Reconciliations / Compliance* – Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices and enforcing policies and procedures. Reconciles each assigned grant to internal and external software. Track the balances of the grants. Updates Claims Conference procedures in the accounting and grants manual.
- *Training and Support* - Supports agency operations by completing required training and providing coverage for other accounting staff as needed.

- *Audit* - Complies with agency's required financial audit by preparing, verifying and balancing audit work papers as assigned. Prepares Claims Conference grant funding for audit readiness. Manages all external audit requirements related to Homecare grants, including audit schedules and walkthroughs with auditors.
- *Financial Controls* – Follows established policies around segregation of duties and other financial controls.
- *Internal Communication and Coordination* – Meets monthly or as needed with the Senior Director of Holocaust Survivor Services and the Billing Supervisor for Q & A, review and to maximize communication and coordination between departments and staff responsible for grants. Meets monthly or as needed with the Controller and Director of Finance to review work and upcoming tasks.
- *Misc.* – Other duties as assigned by management.

Minimum Qualifications

- Must understand GAAP.
- Experience: Three to five years of progressive as a Grant Accounting Specialist experience, including general ledger and supporting journals through account reconciliations and audit preparation.
- Preferred experience with Claims Conference Grants.
- Preferred experience with Sage Intacct.
- Ability to work independently and as part of a team.
- Education: Bachelor's degree in accounting, finance, or equivalent.
- Certifications or Licenses required: none.

Minimum Competencies

Skills

- High Level of Attention to Detail – The accountant must approach all tasks with a full understanding of the details of each transaction, the financial impact, and demonstrate the ability to resolve complex accounting errors. Have the ability to identify process improvements.

- Technology – must be comfortable working within an enterprise general ledger system to generate financial reports and automate processes. Should additionally have a high level of skills in Microsoft Office and be comfortable with writing procedures and monthly financial reporting summaries.
- Logic – Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manner and appearance at all times.
- Time Management - Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs. Must be able to multitask with a high level of proficiency.

Behaviors

- Responsive – The accountant will often be called upon for information and must be responsive to requests.
- *Department/Agency Representation* - Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
- *Security and Privacy* –Adhere to agency and client protection policies by regularly acclimating yourself with the JFS privacy, safety and security policies made available within the employee handbook.
- *Employee Philanthropy* –Participate annually in agency and partner related philanthropic activities and campaigns.
- *Mission Dedication* –Embody the mission and values of JFS in all work done on behalf of the agency. Utilization of the JFS key strategies will ensure success in this accountability.

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