FLSA Status: Exempt

Senior Grants Accountant

Summary of Position: The Senior Grants Accountant is primarily responsible for providing accurate and timely submission and management of CFTH’s contract and grant revenue submissions while ensuring compliance with funding source administrative guidelines. Provides primary accounting function for all grant monitoring, compliance, allocations, and financial analysis. Reports award grants through their final closing. The position is also responsible for working with other divisions, staff, and leadership to further the overall mission of the organization.

Specific Duties:

- Oversees and prepares monthly vouchers for the organization for grants and contracts.
- Collaborates with the Development team on government grant management, including application submissions, writing application responses, preparing program budgets and financial reports, and fulfilling compliance requirements.
- Develops systems to track, manage, and sustain public sector-sourced grants and contracts and compare actual activities and expenditures against grant expectations.
- Develops and maintains staff allocations by grant/contract.
- Ensure the accuracy of restricted versus non-restricted funds.
- Maintains information and documents in support of grant-related revenues and expenditures to ensure compliance with applicable local, federal, state, and other related regulations, statutes, and Generally Accepted Accounting Principles (GAAP).
- Manages funder audits.
- Prepares and maintains documentation to support federal, state, and other related agencies' audit inspections including compliance, billing, funds drawdown, correspondence, and other related activities. Prepares year-end SEFA and state reports.
- Builds and maintains working relationships with internal program directors to ensure that communications regarding grants are consistent, complete, and informative.
- Keeps abreast of all regulatory compliance and other related requirements.
- Review biweekly payroll timesheets to maximize grant allocation and ensure proper matching activity
- Assist Director of Finance & Admin with the preparation of the annual agency budget, monthly close, and annual agency audit.
- Perform other ad hoc projects and other duties as assigned.
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.

Core Competencies and Skills:

- Knowledge of budget preparation and administration, financial record keeping, and reporting.
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- Knowledge of general accounting principles including reporting requirements and procedures related to federal, state, and other related grants, cost accounting, compliance, and audit.
- Knowledge of principles and practices of contract/grant administration and monitoring.
- Knowledge of federal, state, and other related laws, rules, regulations, and policies pertaining to grant and contract administration.
- Knowledge of specialized reporting requirements and procedures in the preparation of accounting records and financial statements.
- Ability to interpret contracts, requirements, policies, and procedures relating to grants, applicable laws, rules, and regulations.
- Ability to compile and analyze data and prepare summary status reports.
- Strong analytical and problem-solving skills.
- Excellent communications skills (active listening, written & verbal).
- Strong financial management skills.
- Ability to multi-task, prioritize appropriately.
- Ability to work collaboratively with a wide variety of people, providers, and agencies.

The following qualifications are requirements for the position:

- Degree from an accredited college or university in Accounting, Business, Finance, or related degree and/or any combination of education, training, and experience.
- Three or more years grant/fund accounting as well as general accounting, compliance experience.
- Proficiency in Microsoft Office, particularly Excel, Word, PowerPoint, and Teams
- Experience with fund accounting software, preferably Blackbaud Financial Edge
- Must be able to communicate effectively verbally and in writing in English.

The following qualification is preferred for this position:
- Master of Business Administration degree

Other requirements:
- Must be able to pass a criminal background check

Reports to: Director of Finance and Administration
June 2020