

JOB DESCRIPTION

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| TITLE | Grant Accountant |
| GRANT | All Funding Sources |
| GRANT PERIOD | Jan 1 to Dec 31 |
| FLSA | Exempt-Administrative |
| REPORTS TO | Operations Manager |

BROAD PURPOSE:

To perform professional and detailed grant accounting work by organizing, recording, analyzing and reporting of financial transactions; responsible to prepare monthly invoices for all cost reimbursable grants; prepare monthly/quarterly/annual financial compliance and budget reports to grantors; reconcile actual expenditures to ensure that they are within the grant parameters. Work with Executive Director, Operations Manager, Accountant III, Senior, Managing, and Staff Attorneys, and Project Directors to ensure that funds are spent down within the grant period. Assist the Operations Manager and Accountant III with monthly financial statements, budget proposals, annual budget preparation, and projections of income and expenditures to year end and various reports to the Management. Comply with the monthly closing process and perform general ledger analysis and reconciliation of assigned accounts. Act as a liaison between DNA and its various funding sources.

PRIMARY OBJECTIVES:

The outcomes expected of this role include:

- **Monthly/quarterly Grant Invoices:** Prepare accurate and timely financial reports on grants for internal management purposes including preparing invoices in the format required by the funding source for all cost reimbursable grants. Review and adjust changes to timekeeping records, and compare labor hours in Kemps to actual hours reported for each grant, to ensure proper coding and labor allocation in Kemps' case management system. Review non-personnel expenditures to ensure that they follow the approved budget and prepare journal entries to adjust grants when necessary. Assist Accounts Payable, Accounts Receivable and Payroll functions in the proper coding of costs to grants.
- **Accounts Receivable accounting and Cash Receipts:** Prepare, review and enter the approved invoice to the MIP Accounts Receivable module. Review (aged) outstanding receivables weekly and contact funders for overdue invoices. Review and reconcile grant deposits and its cash accounts associated with grants including receipt of monthly bank statements.
- **Grantor Communications:** Respond to all inquiries regarding expenditures on each grant. Prepare for all monitoring and audit visits from funding sources ensuring that records are reconciled and available prior to the arrival of the grantor. Maintain grant- related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting, and grant closeout functions required by grantees. Coordinate to process approved journal entries to various projects if needed. Prepare progress reports. Coordinate and lead the monthly Grant Meeting with participating team members.
- **Program Staff Communications:** Work closely with Executive Director, Operations Manager, Accountant III, Senior, Managing, Staff Attorneys, Project Directors, and other staff within DNA to ensure that they are aware of compliance issues, timekeeping procedures and budget issues. Work with Management in the development of forecasts, budgets and budget revisions for programs. Communicate monthly financial results with appropriate program staff, informing them of financial position of the project, informing them of financial position of the project, and informing them of any compliance issues. Train and provide ongoing technical assistance to staff on best practices for sound grants administration and management. Visit DNA offices in order to support financial management of grant-funded projects, conduct periodic compliance review of grant-funded projects, and perform include financial management overviews with staff.
- **Assist Operations Manager and Accountant III in the preparation of monthly financial statements by funding source.** Complete a variety of general ledger reconciliations on assigned accounts. Assist Operations Manager and Accountant III on cash flow forecasts for DNA and its funding source programs. Provide support for all required audits and compliance reviews in the field and at DNA headquarters. Identify and recommend cost savings initiatives for program activities and the organization.
- **Provide input in the budgeting and projections process:** Prepare and monitor all funding source budgets. Track all grant

applications, timelines, and deliverables. Assist the Operations Manager, Accountant III, and Director of Development with the preparation of the annual budgets for all funding sources. Assist the Project Directors and Director of Development with the proposal for new and renewing grants. Provide the budget for each funding source to be reviewed by the Executive Director, Operations Manager, Accountant III, Senior, Managing, and Staff Attorneys, and Project Directors (if applicable). Assist with the annual audit and other fiscal reviews

- Work closely with the Compliance Coordinator and Database Administrator to ensure compliance with funder requirements and assist with the coordination of responses to all funders inquiries, requests, and reporting obligations.
- Work closely with the members of the accounting team to ensure the smooth functioning of the accounting department and operations.
- Performs other duties assigned.

KNOWLEDGE OF:

- Competent in MS Office, such as excel, word, power point, and the MIP Fund Accounting System
- Advanced knowledge of principles, practices and theories of accrual accounting and interpret such principles, Accounting Manual, and organizational policies, and operating procedures of the DNA Accounting Department. Able to Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Accuracy, attention to detail, and aptitude for numbers.
- Communicate clearly and concisely, both orally and in writing.
- Liaison with a variety of internal and external stakeholders.
- Establish and maintain cooperative-working relationships with grantors, funders, foundations, and others contacted in the course of work.

QUALIFICATIONS:

- BS degree in Accounting, Finance or Business Administration
- Certified Public Accountant
- 6 years of prior work experience in grants accounting or grants management with experience in budgeting, accounting, auditing, compliance, general ledger, and account receivables.
- Federal and state grant regulation and compliance experience or relevant, preferably in the non-profit community, with experience in budgeting, forecasting, and financial reporting is preferred and knowledge of GAAP.
- Advance level experience with Abila MIP accounting software.
- Able to handle and meet deadlines, work with diverse individuals, occasionally directing other staff.
- Self-sufficient, good analytical skills, able to solve problems, ability to work independently and lead meetings.
- Excellent communication, writing, organizational, and time management skills.
- Strong work ethic and motivation.

ACKNOWLEDGEMENT:

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name Signature Date