RYSE Grant Accountant

*RYSE creates safe spaces grounded in social justice that builds youth power for young people to love, learn, educate, heal, and transform lives and communities.*

About RYSE

RYSE is a safe and welcoming center for diverse West Contra Costa youth (ages 13 to 21) that seeks to build youth power and leadership towards the larger vision of personal and community health and transformation. Grounded in social justice values and principles, RYSE provides comprehensive and holistic programming and promotes multi-racial, cross-cultural relationships. RYSE opened its doors in October 2008, and features programming and services across areas of community health; education and career; juvenile justice; media, arts & culture; and youth leadership and organizing.

In 2019 RYSE launched RYSE Commons, a youth-designed expansion project to deepen our presence as a cultural, health and resource hub for West Contra Costa County. Construction and renovation are ongoing through 2022. RYSE Commons reflects the dreams, vision and support of young people, their families, and the larger community. To learn more and stay updated on progress please visit [rysecenter.org/rysecommons](https://rysecenter.org/rysecommons).

RYSE centers harm reduction and healing-centered engagement in all our work. RYSE understands healing as fundamentally political, acknowledging and addressing racism, white supremacy, and intersecting conditions of oppression, and affirming the resistance, fortitude, and humanity of young people. Across all programs and supports, RYSE addresses the root causes of dis/ease and inequity to enliven healing, wellness, and justice for our communities.
**Job Summary and Key Responsibilities:**

RYSE is seeking an energetic, experienced level Grant Accountant to join our finance team. The ideal candidate would have experience working with smaller organizations, and at a minimum, have some grant, government contracting, or other project accounting experience. Internal controls should be clearly understood to ensure compliance with all controls and accounting policies. This position has remote work opportunities.

**Primary Duties Include:**

- Work directly with assigned government grant subrecipients to process monthly expense reimbursements.
- Create & track budgets for government operating expenses, foundation, and corporation grants.
- Performs analysis of actual vs budget and coordinates with program staff for potential need for budget modifications.
- Ensure all expenditures have appropriate supporting documentation and that they are reasonable, allowable, and within the scope of the grant.
- Align all expenditures with approved budgets.
- Conduct financial monitoring of subrecipients in accordance with their MOA's and grant agreement.
- Ensure all internal controls, and subrecipient policies are maintained.
- Monitor percentage of funds spent to percentage of program deliverables.
- Maintain communication with department programs grant subrecipients to resolve all questioned costs.
- Perform grant closeout functions required and institutional grant contract administration and sponsors including reconciliations, financial status reports, final invoices, final accounting reporting; review general ledger transactions to ensure accuracy and complete journal entries as required.
- Ability to maintain tracking and reporting systems using Sage Intacct accounting system and other software.
- Text notifications in remind.com.
- Process JE payroll transactions in Sage Intacct.
- Deposit checks and cash, scan & email invoices.
- Report grants received thru EFT or ACH to the Fundraising team.
- Apply the check payment to invoices.
- Assist YE closing & Audit.
- ADP payroll back up.
- Other duties as assigned.

**Required Qualifications:**
● BS/BA in Accounting, Finance, Business, Business/Administration required.
● Non-profit accounting experience.
● Interpersonal Skills: Ability to effectively communicate financial information to different audiences, both financial and non-financial.
● Computer Skills: Requires excellent knowledge and understanding of spreadsheet software and general accounting programs. Ability to use database and email software programs.
● Excellent communication skills, both written and oral.
● Ability to communicate processes and procedures required grant administration and management.
● Ability to manage multiple projects, to anticipate information needs of faculty and staff related to grants, and to respond to new situations.
● Must possess a high level of accuracy and be detail oriented.
● Excellent interpersonal, problem-solving and organizational skills.
● Ability to learn new software and technologies quickly.
● Basic accounting skills are a must; knowledge of Federal grant accounting standards is a plus.
● Must be fully vaccinated, booster included (when applicable).

**Compensation:**

This is a full-time position at 40 hours per week and annual salary of $67,000-72000 (DOE); payable bi-weekly. This position is exempt and does not qualify for overtime pay. We offer a comprehensive benefits packages, which includes;

- RYSE covers 100% Medical (including acupuncture and chiropractic) for employees and dependents.
- RYSE covers 100% Dental and vision insurance for employees and dependents.
- Generous vacation, sick leave, and holidays, including a minimum of 5 weeks off in year 1.
- A matching retirement 403(b) account program.
- Substantial professional development opportunities.
- HSA/FSA Benefit Options
How to Apply:

This job posting will be open until the position is filled. Please send a cover letter, resume, and three references to Rashida@rysecenter.org with the subject: Grant Accountant. Please do not embed your resume and cover letter in the email.

For more information, please visit www.rysecenter.org.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider employment for qualified applicants with arrest and conviction records.