External Job Announcement

Job title: **Grant Accountant**
Reports to:  Director of Accounting
Compensation level: Para-Professional D
Full-time Exempt
Posting date:  April 8, 2022
Closing date:  April 22, 2022

**Our mission** Supporting the independence of vulnerable seniors and families in crisis through high-impact programs. **Our vision** Uniting the community through service. **Our values** Welcome and respect all people. Act with integrity. Value individual initiative and ability. Serve individuals and the community as an act of faith. Balance humanitarian goals with sound business practices.

MIFA provides a workplace that supports our strategic goal of serving more. Our people strategies create a culture that:

- assumes 100% accountability for the quality and integrity of our work
- embraces the use of technology
- encourages big and small innovation in problem solving, project management and idea generation
- is vibrant, adapts to change and offers opportunities for personal and professional growth

**Professionals at MIFA**

**Professional** work across programs and departments to facilitate MIFA-wide projects and planning in partnership with a supervising chief or director. Their roles are central to MIFA’s day-to-day administration and operations. With Key roles in driving external partnerships, business performance, and outcomes; some also supervise staff. They provide insight on policies and procedures with an eye for opportunities to innovate or integrate technology. These staff members report to chiefs or directors.

**Position summary**

The Grant Accountant reports to the Director of Accounting. Responsibilities include but are not limited to accounting for disbursements and the receipts of grant revenues for various grants; preparing reimbursement reports and funding reports; and other special projects as assigned.
Qualifications

- Bachelor of Science in accounting or equivalent from an accredited university. A minimum of 15 credit hours in accounting.
- Three years of progressive experience preparing balance sheets, general ledger preparation and posting, budgeting, forecasting, and financial reporting
- Two years’ experience as a grant accountant performing similar duties, preferably in a nonprofit or government environment
- Three years’ experience analyzing, evaluating, and summarizing financial records for accuracy in conformance with GAAP rules and regulations
- Working knowledge and experience with Blackbaud accounting software, preferred
- Proficient at operating standard office equipment, including desktop and laptop computers, print/fax/scanners, and presentation equipment, as well as basic software, specifically Microsoft Outlook, Word, and Excel

Major responsibilities and related tasks

Budgeting using Financial Edge and other Software

- Ensure that budget updates are revised and updated in a timely manner.
- Develop and maintain budget spreadsheets.
- Ensures the financial integrity of departmental, grant, and designated budgets by monitoring balances and expenditures
- Participate in preparation of annual agency financial audit
- Collaborate with other department managers to support program goals and objectives.
- Embrace the technology available to MIFA and the accounting department and look for opportunities for further innovation.

Reporting & Analysis:

- Assist in preparation of monthly billing reimbursements and special reports for various funding sources, worksheets, and narratives, including budget vs. actual variance reports.
- Assist in providing follow-up and documentation of significant variances.
- Must be able to effectively handle multiple projects simultaneously in a deadline-driven environment.
- Expected to work with minimal up-front guidance and take ownership of work product.

Accounting:
• Perform accounting functions including but not limited to recording and monitoring grant disbursements requests and compliance.
• Perform month-end and year-end duties including journal entries, account analysis, and account receivable reconciliation.
• Batch remittances and apply receipts to various grants and accounts receivable. Reconcile quarterly and annual employment tax reports.
• Ability to work independently and as part of a team and take on new tasks with high level of difficulty.

Other responsibilities

• Strong analytical and accounting skills.
• Good interpersonal, communication, organizational, and administrative skills required.
• Adept at using computers and software to perform daily tasks.
• Promotes and displays professional conduct and attitude that is conducive to teamwork and meeting organizational and departmental goals.
• Maintain cooperative relationships with local, state, federal and other funding sources and with program personnel.
• Provides direct analytical support to the CFO for Families grants.
• Demonstrate trust and accountability in daily work and in interactions with colleagues.
• Perform other duties as assigned.

Supervisory responsibilities

• N/A

Reports to:
Director of Accounting
Starting Rate: $23.55

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk (or means to transport oneself); sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop, kneel, crouch; talk or hear. The employee must occasionally lift and/or move 15 to 25 pounds. Specific vision abilities required by the job include close vision, distance vision.
**Work environment:** The noise level in the work environment is usually moderate to high. Position may also require ongoing or periodic exposure to high crime environments. While performing the duties of this job, the employee is exposed to moderate to high levels of stress during peak periods, and atypical work hours are periodically required.

**MIFA employment guidelines**

MIFA is an equal opportunity employer. MIFA is a non-smoking facility.

**Employment documents:** (1) Application and/or resume; (2) I-9; (3) Form W-4; (4) Official transcripts verifying education if education is a requirement of the job. **Employment authorization and identification:** Current federal law requires that documents be presented which verify both employment authorization and identification. One or more of the following documents must be presented before employment: Social Security card, state driver’s license/identification, U.S. birth certificate, U.S. passport, other U.S. government document.

Please note that it is the practice of MIFA not to allow the employment of relatives or of those living at the same address other than in the job classifications of special, temporary, or substitute.

**To Apply:**  [https://recruiting.paylocity.com/recruiting/jobs/All/86f3a3cf-0c83-4401-bd12-b4a167ce49df/Metropolitan-Inter-Faith-AssocSubmit](https://recruiting.paylocity.com/recruiting/jobs/All/86f3a3cf-0c83-4401-bd12-b4a167ce49df/Metropolitan-Inter-Faith-AssocSubmit)