



Full-Time Position

Organization:	Maggie's Place
Job Title:	Grant Accountant
Department:	Finance
Reports To:	Vice President, Finance
Location:	Family Success Center, 4001 N. 30th St., Phoenix, AZ 85016

Position Description

Job Purpose:

The grant accountant duties include: benefits accounting, grant accounting, and financial compliance for the organization's grant portfolio.

Responsibilities:

- Coordinate with Vice President, Finance to ensure accurate benefits deductions and prepare monthly reconciliation.
- In conjunction with the Vice President, Finance, review awarded grants and contracts to understand impact on accounting and any compliance deadlines.
- Assist Vice President, Finance in preparation of grant application budgets.
- Maintain grant files (paper and electronic).
- Generate all monthly grant billings and grants receivable aging and reconciliation.
- Provide periodic grant reporting (financial).
- Conducts monthly reconciliation of grant activity to ensure cash, general ledger accounts are accurate.
- Assist Vice President, Finance with annual financial statement audit.
- Create grant related schedules for quarterly Finance Committee meetings.
- Assist Vice President, Finance with preparation of grant projections for annual budget.
- Reconciling balance sheet receivables and benefit accounts.
- Manage special finance projects.

Education/Experience:

- Minimum of an Associates Degree with emphasis in accounting and/or finance management; or equivalent experience.

Qualifications:

- Strong mathematical, analytical and communication skills
- Strong written, verbal and nonverbal communication skills
- Strong attention to detail
- Ability to learn and adapt to accounting software including Microsoft products and NetSuite
- Ability to set and meet deadlines

Preferred Qualifications:

- Grant Accounting

Additional Requirements:

- Must possess or have regular access to a reliable transportation on a regular basis.
- Possess a valid Arizona driver license and active auto insurance preferred.
- Must be able to comply and meet the national and state criminal background check, national sex offender registry and a Motor Vehicle Records check as required by Maggie's Place.
- Ability to lift 30 lbs is required.

Work Environment

- **On-Site** at the Family Success Center-no remote work

Employee Printed Name: _____

Employee Signature : _____

Date: _____