

GRANTS ACCOUNTING SPECIALIST

The Grants Accounting Specialist provides technical accounting, budget and other administrative support for the staff and external auditors, under the direction of the Accounting Manager. Responsibilities include state and federal grant management; ensuring fiscal compliance of government and foundation grants; monitoring, analyzing and maintaining financial transactions for a variety of social service programs; tracking revenues and expenditures, and preparing required internal and external financials reports.

DUTIES AND RESPONSIBILITIES

- Manage accounting records for various state and federal grants. Assist in preparing grant budgets and revisions; process approved grant documents; receive and verify orders against grant expenditure parameters.
- Monitor, analyze and maintain financial transactions and accounting for a wide variety of social service programs funded by Federal, state and local grants and allocations.
- Review data, identify errors through analysis, research, and interpretation of data, and provide recommendations to the Accounting Manager and/or Program Manager in determining corrective action.
- Maintain running budget balances for each grant; prepare annual grant activity reports; and maintain files. Prepare projections and forecast cash needs within programs.
- Track due dates and prepare timely reports for grantor agencies, verify invoices for allowable costs, and prepare monthly grant requests for reimbursement; maintain files.
- Monitor fiscal compliance by grant funding sources with various reporting periods.
- Prepare a variety of reports, statements, records, analyses, and financial compilations for Federal, state, and local regulatory agencies with various reporting periods according to specifications according to program needs. Prepare grant close-outs and biennial reports.
- Provide technical grants accounting support work for Program Managers and Accounting staff. Work closely with external auditors, and Federal, state and local governmental agencies to provide reports and schedules as and when needed.
- Assist Accounting Department in maintaining and documenting internal accounting controls as required by Federal, state and local grantors to ensure appropriate use of public funds. Must be familiar with OMB Circular A-133 and related pronouncements regarding Federal, state and local pass-through funds.

AIRS/Empire Homes of Maryland, Inc.

- Assist in recommending and implementing fiscal reform both in department systems and in sub-recipient financial and compliance reporting systems.
- Maintain knowledge of department operations and systems. Perform work within accounting parameters established by the department and applicable Federal and state laws and regulations.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum 2 years of progressive accounting experience related to grant accounting, or a bachelor's degree or the equivalent, in accounting, finances, business administration, or a related field from an accredited college or university. Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.
- Knowledge of grant accounting and state and federal grant procedures preferred.
- Very strong MS Excel and financial reporting package skills.
- Ability to work independently, take initiative, set priorities and see projects through to completion.
- Ability to work well with others under multiple and competing deadline situations and respond to changing priorities.
- Effective written and oral communication skills.
- Effective time management skills and strong attention to detail.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office environment and involves considerable use of office equipment such as computers, telephones, copiers and fax machines. Computation responsibilities necessitate high level cognitive abilities and decision making. Most work is sedentary in nature. Some walking, bending, and carrying light items are required. Occasionally, incumbents may experience highly stressful situations in the process of resolving problems or when expected to meet inflexible deadlines. Repetitive tasks and body motions are encountered when performing clerical duties such as keyboard work, filing etc. Visual concentration on detail, dexterity, and precision is required.

Additional Information

- All selected candidates are subject to initial drug screen.
- Position is full-time, flexible schedule to fit required duties, with full benefits.

Please send resumes to Surbhi Seth email: surbhi@airshome.org. Position will remain open until filled.

AIRS/Empire Homes of Maryland, Inc. is an Equal Opportunity Employer (EOE)