

Position Description

Title: Grants Accountant
Department: Finance
Reports to: Financial Controller

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Upwardly Global seeks a Part-Time Grants only **OR** Full-Time Staff/Grants Accountant with 2-5 years of experience managing grants from a variety of funders, both governmental and private. The Staff/Grants Accountant is a key member of the Finance team and reports to the Controller. The primary responsibilities include certain day-to-day accounting tasks and all aspects of grant accounting, internal reporting (including monthly variance reporting), monthly/quarterly funder reports and invoicing, compliance monitoring (program and financial), external reporting (annual audit), and budget development for submission with grant proposals.

Essential Duties & Responsibilities

- Responsible for timely and accurate grant reporting (both private and government grants)
- Compile expenditure data and supporting documentation, prepare for signature and submit assigned contract/grant reports and payment requests/vouchers
- Record invoices/revenue accruals in Intacct on a monthly basis
- Maintain monthly Budget vs. Actuals analyses by grant
- Conduct monthly/quarterly review with program staff and document variances and corrective action plans
- Maintain personnel allocation matrix. Analyze actual time worked on grant vs expected budgeted time. Communicate results to staff and management on a regular basis, and make related grant budget modifications as needed throughout the grant year. Ensure sponsored staff charge their actual worked hours to the grants that they actually worked on
- Monitor grant expenses to ensure they are within approved budgets, posted to appropriate accounts and incurred within regulatory guidelines
- Prepare timely correcting journal entries to transfer expenditures between funds, cost allocations and other schedules
- Train staff/volunteers on proper coding of expenditures and ensure expenditures are coded consistently
- Review and reconcile account receivables to ensure timely payments. Follow up with funders on outstanding receivables

- Support the preparation of year-end audit requirements related to grants (GAGAS/A-133) by preparing schedules and analyses of grant accounting transactions and processes
- Maintain compliance with the federal grant awards following OMB Uniform Guidance.
- Implement and communicate information to program staff to maintain program compliance
- Ensure integrity and availability of grant records off-line and within the Intacct accounting system
- Maintain a working knowledge of all the regulatory requirements associated with the receipt and management of government grants and contracts. Conduct in-house trainings of all stakeholders (staff, Program Managers/Directors, Finance staff)
- Perform special projects and analysis as required by the CFO and Controller

Staff Accountant (Non-Grants) Responsibilities

- Assist with processing day-to-day transactions including accounts payable and receivable, and Journal Entries
- Assist with various monthly reconciliations of B/S accounts
- Assist with monthly close process. Prepare entries for Indirect Cost, Payroll & Fringes allocations
- Act as the Procurement point of contact and enforcement
- Assist in preparing for the annual audit which includes, preparation and review of various audit schedules to include 941 reconciliation schedule.
- Complete other duties and/or projects as assigned by the VP of Finance and Controller

Required Education and Experience:

- Bachelor's Degree in Accounting
- Minimum 2 years of grant accounting-related experience
- GAGAS/A-133 audit experience
- Experience with federal grant administration and accounting
- Thorough understanding of OMB Uniform Guidance
- Ability to handle multiple concurrent projects in a deadline-driven environment.
- High level of initiative, attention to detail and organizational skills.
- Nonprofit experience focused on grant fiscal requirements and reporting, interaction with funders.

Specialized Skills, Abilities and Knowledge:

- Knowledge of Intacct a plus
- Mid/advanced Excel skills including pivot tables
- Good communication skills (verbal/written) a must
- Proficiency with other Microsoft Office programs
- Ability to work independently, multi-task, and work in a fast paced environment

Salary Range: \$70,000-\$80,000 for Full-Time Staff/Grants Accountant. Salary for Part-Time Grants-only is negotiable.

Interested candidates should send a resume and cover letter with salary expectations to HR@upwardlyglobal.org with Grants Accountant in the subject line.



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An opportunity for America.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.