



The Manager of Grant Accounting is primarily responsible for ACYPL's major accounting functions, financial reporting, and managing multiple federal and non-federal grants. S/he will work with the ACYPL Program Team to ensure program expenses comply with grant conditions, approved budgets, and OMB procurement standards.

Principal Duties and Responsibilities:

Bookkeeping & Financial Reporting

- Record invoices in Bill.com/QuickBooks Online; print checks as needed
- Ensure all expenses are properly backed up with supporting records i.e., invoices and receipts and include accurate account and class information
- Process bi-weekly payroll and enter payroll journal entries in accounting system; maintain and reconcile leave accrual schedules
- Input credit card transactions; reconcile credit card accounts; seek approval and pay monthly American Express bill
- Process bi-weekly 403b contributions; maintain records for reporting and annual audit
- Prepare and enter month-end accruals and recurring journal entries
- Reconcile all bank accounts
- Process revenue invoices and pledge receivables; maintain deposit files; reconcile revenue with development staff monthly
- Prepare monthly financial reports;
- Assist with other ad hoc reports required by internal and external parties
- Assist CFO in preparing annual budget
- Serve as primary contact for staff and vendors concerning accounts payable inquiries
- Actively participate in documenting and updating processes and procedures in ACYPL's Accounting Manual
- Organize and maintain digital and physical files in accordance with record retention policies

Grants Management & Reporting

- Serve as liaison with ACYPL Program Team; ensure compliance with grant conditions and approved program budgets
- Ensure accuracy of program budgets in Salesforce; reconcile program budget records with accounting system
- Review and approve program procurement documentation records
- Process State department draw downs and federal grant requests; ensure proper approvals and maintain back up documentation
- Prepare federal and non-federal grant financial reports
- Assist in preparing federal grant and cooperative agreement proposal budgets and budget narratives
- Support Foundation proposals and reporting, as needed

Audit and Tax Preparation

- Prepare schedules requested by auditor
- Prepare schedules and provide information for the annual 990 tax return Provide information for the annual 5500 tax return
- Prepare schedule for worker's compensation audit

Requirements

- Three or more years of professional experience with steadily increasing job responsibility
- Ability to quickly learn and use new technology for managing grants and operations, including accounting software and project management tools
- Works independently with attention to detail, but also enjoys interacting with a team
- Seeks and incorporates feedback and delivers timely work products
- Experience with QuickBooks Online, Bill.com, Excel, and ADP WorkforceNow preferred
- Detail and deadline-oriented
- Strong analytical and problem-solving skills
- Ability to follow through on assigned projects
- Possesses excellent interpersonal communication skills
- Highly organized with the ability handle multiple projects and prioritize competing demands
- Ability to deal with sensitive and confidential information

Essential Candidate Qualities

- Genuine interest in international exchange
- Takes their work seriously but doesn't take themselves too seriously
- Is a committed learner who likes to tackle new assignments
- Integrity, honesty and a team spirit
- Enjoys the challenge of a learning curve, but never views routine tasks as a burden
- Highly flexible team player with the abilities to adapt his/her working style to different personalities
- Actively pursues learning and self-development to enhance personal and professional growth
- Works to both get it right and get it done

Compensation and Benefits:

- Salary \$50,000 – 70,000 commensurate with relevant professional experience
- 75% individual healthcare coverage including dental and eye care
- Individual life insurance coverage
- 403(b) retirement plan with 3% employer matching funds
- DC Metro pre-tax travel allowance
- Hybrid office model

ACYPL is an equal-opportunity employer and a vaccinated workplace.