



## **The American Council of Young Political Leaders seeks a Manager of Grant Accounting.**

**The American Council of Young Political Leaders (ACYPL)** is a nonpartisan 501(c)(3) organization founded in 1966 to promote mutual understanding and cultivate lasting relationships among emerging political and policy leaders worldwide through international exchanges with countries and territories around the world. ACYPL programs are funded through grants from the United States Department of State and contributions from corporations, labor unions, foundations and individuals. ACYPL is a fully COVID-19 vaccinated and boosted workplace.

**Major Functions:** 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 credit card bills online
- 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
- Reconcile all program budget records in Salesforce with accounting system records
- 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

### **Required Skills**

- 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.

**To apply, please send a cover letter and resume to [jobs@acypl.org](mailto:jobs@acypl.org) with the subject line  
Manager of Grant Accounting; NO PHONE CALLS PLEASE.**