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**GRANT ACCOUNTANT**

*Updated: 12/17/2020*

**POSITION:** New Life Centers of Chicagoland – Grant Accountant

**REPORTS TO:** Director of Finance

**TYPE:** Full-time, exempt.

**START DATE:** January 2021

**POSITION SUMMARY:**

The Grant Accountant is responsible for the grant management and grant accounting for the various government, corporate and private foundation grants supporting the work of New Life Centers of Chicagoland.

**JOB RESPONSIBILITIES**

**Grant Management:**

* Grant management duties include award and post-award fiscal grant management, including working with program staff to ensure fiscal compliance with state, federal, and private grant requirements.
* Manage the grant disbursement process and reconciliations of grant and program fund balances to the general ledger.
* Manage sub-grantee awards and fiscal compliance, including sub-grantee/sub-contractor grant vouchering activities.
* Assist the Director of Finance in the preparation of grant budgets and grant reporting, including supplying copies of audit and regulatory documentation to the appropriate requestor.

**Grant Invoicing/Vouchering:**

* Responsible for the processing of monthly grant vouchers including gathering and maintaining supporting documents.
* Prepare monthly grant vouchers with supporting documentation and submit to funders.
* Collect and review monthly sub-contractor invoices/vouchers and supporting documentation
* Maintain audit-ready grant and sub-contractor invoice/voucher files and related supporting documents.

**Other Duties –**

* Perform general accounting activities, including reconciliations, assisting the Director of Finance during audits, and journal entries during the month/quarter and year end close.
* Assist in the generation of monthly financial reports, spreadsheets, and files.

**SKILLS/QUALIFICATIONS:**

* Bachelor’s degree in accounting or equivalent practical experience in fund-based accounting and account reconciliation.
* Proficient in computer skills with emphasis on Microsoft Excel, and specific fund-based accounting software.
* Working knowledge of QuickBooks, and preferably in the context of a non-profit or fund-accounting organization.
* Attention to detail and precision in account reconciliation and report generation**.**
* Strong written and verbal communication skills.
* Commitment to confidentiality regarding all accounting records**.**

**How to Apply:**

Please submit the following materials to Victoria App at victoriaa@newlifechicago.org:

* Cover letter indicating your experience and interest in the position
* Resume
* List of two to three references with contact information (email and phone included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, “NL Grant Accountant" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*