Program: Finance and Administration
Position/Title: Grants Accountant
Location: 508 Central Avenue, Newark 07107
Hours: 9:00 am - 5:00 pm
Reports To: Director of Finance and Administration
Position Posted: N/A
Basic Functions: Responsible for the grants accounting duties, including creating voucher spreadsheets and reports and other grants administration and accounting duties. Contribute to the Finance Department achieving all required accounting and government standards and company’s objectives and mission.
Salary $42,000 to $54,000 (commensurate with experience)
Responsibilities:
• Prepare and submit monthly vouchers.
• Create entries in the organization’s accounting system, to record revenue and receivable recognition.
• Post journal entries to the general ledger to assure all grant revenues are correctly allocated to the correct department, contract, and source every month.
• Monitor grant expenditures and assure proper documentation is in place for grant expenditures.
• Assure only eligible expense are billed to funders.
• Complete funder-required financial reports.
• Participate and assure compliance with funder audits.
• Support preparation of grant and budget revisions.
• Maintain complete and organized grant accounting files.
• Communicate with funders as needed to follow up on payments and other issues.
• Comply with existing laws, government regulations, funder requirements and terms and conditions of awards.
• Complete required grants financial reports.
• Meet deadlines related to the organization’s monthly accounting cycle.
• Participate in audit preparations, including internal and funder audits.
• Assist the Director of Finance & Accounting in creating the organization’s Annual Internal Budget
• Work in partnership with the Finance Team to assure that all monthly, quarterly & annual reporting is submitted on time.
• Carry out daily accounting activities and support additional accounting department activities as needed and assigned.
• Contribute to Finance Departments ability to conform to Generally Accepted Accounting Procedures (GAAP) and compliance with OMB Uniform Guidance and grant specific standards and requirements.
• Participate in continuous improvement and system enhancement projects.
• Perform other duties as assigned.

Qualifications:
• Associate degree in accounting, finance business or related field.
• At least two years of experience in accounting or another financially oriented role.
• At least two years of experience in grants and contracts accounting preferred.
• Proficient in using technology as a reporting tool.
• Excellent excel skills and attention to detail.

Essential Knowledge, Skills and Functions:
• Timely and accurate accounting and processing support
• Experience with accounting system preferred.
• Excellent written and verbal communication skills and interpersonal skills.
• Superior attention to detail and integrity.
• Ability to anticipate and resolve problems effectively.
• Capacity for understanding the relationship of specific tasks to the broader operation of the administrative functions.
• Demonstrated judgment and discretion in the sharing of sensitive information.
• Ability to work as part of a team as well as independently with a high degree of initiative.
• Able to lift a minimum of 25 lbs and walk up and down stairs.
• Must possess valid driver’s license, reliable vehicle, and proof of automobile insurance.
• Must pass applicable background tests.

How To Apply: E-mail resume/CV and cover letter to careers@ulec.org
In the subject line, write “Grants Accountant”

Equal Opportunity Statement: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.