



Grants Accountant Job Description

Job Overview

The Grants Accountant is responsible for management and oversight of the grant accounting for various private foundations, government, and corporate grants. The Grant Accountant is responsible for and pre-and post-award grants accounting and reconciliation, working with program staff to ensure compliance with funders' administrative guidelines, timely receipt of revenue, accurate submission of financial reports, audit compliance, and orderly closure of projects. The Grants Accountant reports directly to the Controller.

Duties and Responsibilities

Grants and Financial Management (80%)

- Responsible for the award and post-award fiscal grants management working with program staff to ensure ATD is in fiscal compliance with state, federal, and private grant reporting requirements.
- Ensure processing of appropriate budget transfers, approval of grant expenditures, and budget modifications.
- Manage the grant disbursement process and reconciliation of fund balance to the general ledger.
- Performs activities to assist Controller and Accounting Manager with month-end, and year-end closing processes and preparation of required journal entries and financial statement preparation
- Assist the Controller in the preparation of annual and grant budgets and grant reporting, including backup documentation.
- Prepare required financial information necessary for the yearly audit.
- Supports the grant billing process and works with AR to ensure invoices are processed timely.

Reporting, Record Keeping and Compliance (15%)

- Review all funder agreements to ensure proper revenue recognition, determine restrictions, and ensure compliance obligations are adhered to funder requirements.
- Maintain filing system for grant & performance contracts, checks, correspondences, invoices, grant reconciliations and reports pertaining to each award.
- Review, and prepare the regular and special internal accounting/financial analysis and required reports by the funders/programs.
- Meet reporting deadlines, both internal and external, support program staff as necessary to maintain compliance.
- Review grant spending reports with program managers regularly to assist with budget to actual analysis and to plan appropriately to ensure grant is spent appropriately.



- Assure all reports, invoices and renewals are in compliance with schedules stipulated in the grant or contract awards.

Technical Assistance (5%)

- Responds to requests from Program Team Leads which may also include providing technical grant support to program staff.
- Provides periodic training to managers and staff on the grants management process.
- Develops grants management policies and procedures, job-aids/resources to cross-train staff so they are better able to manage grant requirements.

Skills/Qualifications/Experience

- BA/BS preferred or an associate degree with five or more years of grants accounting experience, with a minimum of two years in a nonprofit or government setting required.
- Proficient with Microsoft Excel and the ability to reconcile large transactional files (pivot tables and vlookup experience preferred).
- Self-starter, very detail-oriented and possess the ability to work independently.
- Excellent oral and written communication skills including the ability to write reports.
- Ability to think critically about current processes and suggest improvements.
- Customer-service oriented with exceptional interpersonal communication skills.
- Ability to anticipate and proactively troubleshoot and problem-solve issues
- Ability to manage multiple priorities simultaneously, be responsive, detail-oriented, resourceful, and meet deadlines.
- MS Office Suite proficiency and experience with Netsuite financial system and Salesforce CRM a plus.

Position Details

Position Type:	Full Time, Exempt
Salary Grade:	6
Reports To:	Controller
Work Location:	Silver Spring
Level of Travel Required:	Minimal

Core Competencies

- **Collaboration:** Demonstrates respect, humility, and willingness to collaborate when seeking to understand others and making decisions.
- **Disciplined Execution:** Can break down big picture work goals into management tasks; has the foresight to anticipate potential roadblocks to ensure timely completion of tasks and projects.
- **Effective Communication:** Ability to actively listen and thoughtfully question to create greater understanding and to offer insights that advance problem-solving.



- **Learning Orientation:** Embraces challenges, new ideas, and different perspectives as an opportunity to learn; continually seeks out and applies new learning to activate change or improvements.
- **Systems Thinking:** Defines the system and one's role in the system. Sees relationships and the dynamic elements of the holistic system and executes work accordingly. Influences the system and maps connections to ATD's external landscape.
- **Change Agent:** Serves as an agent of change at a personal, team, and organizational level to pursue outcomes for students. Adapts as the environment changes, while managing associated risks. Motivates staff, team, organization, and partners to activate the change needed to advance defined priorities.
- **Culturally Competent:** Models appreciative inquiry to gain an understanding and awareness of others' cultural identity and practices. Creates safe and constructive forums for sharing diverse perspectives and opinions.
- **Emotional Intelligence:** Demonstrates self-awareness and self-regulation and recognizes the impact of personal behavior on others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

Equal Opportunity Employer

Achieving the Dream is committed to creating and maintaining a diverse work environment and is proud to be an equal opportunity employer. Employment policies and decisions at ATD are based upon merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth, or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, or sexual orientation.

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