

Grant Accountant (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$38.00 to \$44.00 hourly
Employment status: Contract / Temporary

Description

We are seeking a meticulous and accountable Grant Accountant to join our team based in San Francisco, California. This role is instrumental in the financial management of our grants, including setting up accounts, maintaining records, and ensuring compliance with regulatory guidelines. This is a short term contract employment opportunity in the finance industry.

Responsibilities:

- Set up grants and accounts in the financial system to effectively track expenditures and report them.
- Maintain a comprehensive list of grants and update various operational systems with account information.
- Ensure proper documentation of grant expenditures for sponsor approval or notification.
- Collaborate with program staff on federal grant-sponsored conference requests, report generation, and general ledger reconciliation.
- Draft quarterly and final federal financial reports in compliance with grant requirements.
- Allocate and reconcile indirect costs and communication service center charges for month-end close process.
- Generate invoices for sponsored projects for reimbursement by sponsors.
- Maintain annual SAM registration to ensure compliance with agency travel policies and procedures.
- Monitor and invoice for service agreements.
- Assist with annual Single Audit requests.
- Train and onboard new staff regarding conference reporting and travel policies/procedures.
- Conduct weekly review of accounts payable.
- Monitor project budgets and perform reconciliations.

Requirements

- A minimum of 3 years of grant/fund accounting as well as general accounting, and compliance experience
- Strong analytical and problem-solving skills
- Excellent communication skills
- Ability to multi-task, prioritize appropriately
- Ability to work collaboratively with a wide variety of people, providers, and agencies
- Must demonstrate personal initiative as well as the ability to work well in a team
- Excellent command of office applications including databases, and Microsoft Office Suite (specifically SharePoint, OneDrive, Outlook, Excel and Word)
- Working knowledge of accounting software (e.g. Financial Edge) and nonprofit experience desirable

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