

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: \$31.35 to \$36.30 hourly
Employment status: Contract / Temporary

Description

We are in search of a Grant Accountant to join our team in Waukesha, Wisconsin. In this role, you will be responsible for a variety of accounting duties, including processing invoices and tracking grant administration, in accordance with non-profit accounting principles. This position offers a long-term contract employment opportunity.

Responsibilities:

- Accurately process accounts payable and accounts receivable invoices.
- Support and complete the month-end close process.
- Contribute to the year-end close process.
- Administer and track grants to ensure compliance and accurate reporting.
- Apply in-depth knowledge of non-profit accounting principles in daily tasks.
- Work with both 501c4 and 501c3 regulations in financial operations.
- Utilize accounting software such as QuickBooks for financial management.
- Employ Microsoft Excel and Google macros for data management and analysis.
- Carry out various accounting functions to support the financial health of the organization.
- Conduct auditing tasks to ensure accuracy and compliance in financial reports.
- Participate in budget processes and capital management activities.
- Monitor cash activity and report any discrepancies.

Requirements

- Proficiency in accounting software systems such as Abila MIP, QuickBooks, and ADP - Financial Services.
- Demonstrable experience in performing various accounting functions.
- Expertise in auditing, budget processes, and capital management.
- Ability to manage cash activity effectively.
- Proficiency in Microsoft Excel for data management and analysis.
- Experience in grant accounting, preferably within a non-profit accounting context.
- Understanding of non-profit accounting principles and regulations.
- Ability to work independently and collaborate effectively in a team.
- Strong analytical skills for making informed financial decisions.
- Excellent communication skills to liaise with internal departments and external agencies.
- Bachelor's degree in Accounting, Finance, or related field.
- CPA certification is desirable but not mandatory.
- Strong ethical standards and integrity in handling financial information.

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