



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference for Kids

Helping Kids. Building Communities.



Grants Accountant – Program Support Center

Job Description: Under the supervision of the Controller, the Grants Accountant will be responsible for all aspects of financial management and reporting for multiple federal, state, and local grant awards.

Primary Responsibilities

Financial Management and Compliance of Grants:

- Maintain expertise and knowledge of OMB cost principles and Uniform Guidance for allowable costs
- Serve as main point of contact for fiscal employees of awarding agencies
- Submit all required financial reports and documentation to awarding agencies within deadlines
- Maintain records pertaining to all awards, including contracts, budgets, reimbursement requests, expense substantiation, timesheets, etc.
- Collaborate with Development and Program teams to create budgets for grant proposals, which will include staff salary allocations, direct programmatic costs, and indirect costs
- Record, review, and reconcile all grants-related expenses in the General Ledger
- Create timely reports detailing grants-related expenses and corresponding remaining budgets and distribute/present to internal departments
- Serve as point of contact to internal departments on grant/program expenses and meet with departments to review grant budgets and expenses
- Train new program employees with grant-funded programs of their responsibilities for spending grant funds and understanding their program budgets
- Work closely with payroll process to ensure timesheets have appropriate time allocations
- Liaison to external auditors for annual A-133 single audit and awarding agencies for periodic reviews, audits, and site visits
- Process reimbursement requests from several sub-grantees and subsequent reporting

Revenue Accounting:

- Evaluate contributions for donor imposed restrictions and record appropriately in accounting system, track related expenses and released restrictions, and reconcile net asset balances
- Provide balances of restricted contributions available to programs and departments
- Record any deferred revenue and subsequent recognition of revenue

General Accounting Duties:

- Create journal entries, adjustments, and reconciliations as needed and assigned

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Create timely reports detailing expenses and budgets and distribute/present to assigned internal departments
- Assigned balance sheet account reconciliations
- Assist with annual audit as needed
- Work with Controller and CFO to develop overall organizational fiscal year budget, which includes grants that span partial or multiple fiscal years

Position will include the above functions as well as additional accounting and reporting duties as directed by the Controller.

Qualifications:

- Position requires a Bachelor's degree in Accounting or related field. Direct experience working in a similar role may be substituted and will be evaluated on a case-by-case basis
- Minimum 3 - 5 years' experience managing government grants, preferably federal and CDE grants, and nonprofit accounting
- Solid understanding of nonprofit revenue recognition principles, accrual-based accounting, and accounting for contributions
- Professionalism and ability to cultivate positive relationships with fiscal agents from awarding agencies as well as members of Boys & Girls Clubs staff
- Excellent written and verbal communication skills, including the ability to interpret financial information and present to others who may not have experience in reading financial reports
- Ability to work independently while fostering a culture of teamwork
- Strict adherence to deadlines, detail-oriented and accurate
- Strong knowledge of Microsoft Office Suite, prior experience with NetSuite a plus
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Job Requirements:

- Candidates must be able to pass a drug test that include screening for marijuana, criminal and driving records investigations, and reference checks.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs.
- The ability to read and write is necessary to complete reports and properly document program and organizational data.
- A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

Details:

Status: Full-time, Exempt

Pay Range: \$52,000 - \$60,000

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.