



National Endowment for Democracy

Supporting freedom around the world

Financial Grants Accounting Officer - (Job #1711)

National Endowment for Democracy (NED)

Washington, D.C.

The National Endowment for Democracy (NED) is a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, and seeks a Financial Grants Accounting Officer. This position is based in Washington, D.C.

Position Summary:

The primary duties of the Financial Grants Accounting Officer are to ensure the accuracy and integrity of recorded federal financial grant activity, to provide internal analysis on the status of multi-year awards, to produce timely quarterly and final award closeout reporting to the US government, and to ensure effective communication flow between the Finance and Grants teams.

Responsibilities:

- Certifies grants activity is properly recorded in NED's general ledger and further reconciles to the grants management system's activities for the accounting period (e.g. obligations, cash/non-cash deobligations, and supplements). Maintains integrity of the balances on a fiscal year basis and for the award life cycle.
- Monitors daily drawdown requests prior to payment processing to ensure disbursement requests are properly authorized and accurately recorded, collaborating closely with various members of the Finance team.
- Ensures receivables, deferred revenue and grantee payables are accurately recorded and reconcile to supporting ledger detail. Coordinates closely with the Assistant Controller and Grants Administration team to resolve any discrepancies that may arise.
- Collaborates with the Controller to ensure NICRA cash settlements are timely drawn on federal awards.
- Prepares quarterly reports for timely submission to U.S. Department of State (DOS) via the HHS Payment Management System: Quarterly Federal Cash Transaction Report (FCTRs), Quarterly and Final filings for Federal Financial Reports (FFRs), as well as interim and final award closeout reports as applicable.
- Produces timely and accurate internal financial reports and analysis for management to enable sound decision-making.
- Supports the Controller with the year-end financial and Single Audit by preparing required documents, and further assists with related audit inquiries.
- Confirms symmetry between Serenic NAV, GIFTS Alta, and the HHS Payment Management System on a monthly/quarterly basis.
- Collaborates with the Sr. Program Planning Officer to provide a quarterly schedule of Grantmaking Funds Available.
- Leads continuous process improvement by developing and implementing improvements in policies and procedures for the daily, monthly and year-end grants accounting activities, related capture and reporting, and cash management.
- Acts as the daily point of contact between the Finance and Grantmaking departments, and as a general resource for questions from non-finance personnel with regards to NED Finance policies, procedures, and federal compliance.
- Supports the Controller on responding to ad hoc queries from DOS.
- Serves as a mentor to other members of the extended Finance team.
- Performs other duties as assigned.

Qualifications:

- **Knowledge/Experience:**
 - Bachelors' degree in Accounting or Finance required (CPA a plus, but not required).
 - 5+ years demonstrated work experience in a mission-driven, nonprofit environment specifically



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- related to federal grants accounting regulations and compliance, including award and subaward monitoring and management.
- Solid understanding and proven application of GAAP, nonprofit accounting methods, internal controls, and best practices.
 - Demonstrated working knowledge in financial analysis and reporting. Required competence in preparing Federal FFRs and FCTRs and managing cash draws in the HHS Payment System.
 - Strong analysis skills in reviewing general ledger history, and clear ability to propose proper and necessary general journal entries.
 - Demonstrated use of robust accounting and business software packages. Microsoft Serenic Navigator accounting software preferred, and GIFTS/ALTA grants management system experience is a plus.
 - Intermediate to advanced level working knowledge of Microsoft Excel and other Office products. Must have experience managing large data sets (creating pivot tables, using lookups and advanced formulas).
- **Other Qualifications:**
 - Solid documentation skills, ensuring proper and complete audit trail.
 - Willingness to work extra hours during peak workload periods, especially around quarter-end reporting deadlines and annual audits.
 - Fluency in spoken and written English; knowledge or fluency in additional languages is a plus.
 - Authorized to work in the United States.
 - **Competencies:**
 - Paramount professional integrity, honesty, initiative, confidentiality and dependability.
 - Strong attention to details and accuracy in all work products.
 - Commitment and ability to excel in a fast-paced environment; works effectively under time pressure and meets deadlines.
 - Highly professional demeanor, with strong interpersonal and customer service skills to effectively interact with all levels of staff.
 - Ability to translate financial terms to effectively communicate with finance and non-finance personnel.
 - Employs team-building, mentoring approach to interactions and working style.
 - Confidence in addressing policy and procedure compliance questions.
 - Solid analytical, problem solving and financial troubleshooting skills.
 - Ability to quickly learn new systems, processes and procedures.
 - Flexibility in approach to work processes and tasks.

To Apply:

Candidates must include a cover letter, resume, completed [NED employment application](#), salary history with requirements, and contact information for three professional references. Please send to jobs@ned.org, with **Job #1711 – Financial Grants Accounting Officer - YOUR NAME** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at www.ned.org. Please, no phone call inquiries. www.ned.org/NED-Full-Employment-Application.pdf