

## ACCOUNTANT – FEDERAL AWARDS & GRANTS

### OVERVIEW

Due to our expanding portfolio of federal awards, we are seeking a federal awards specialist to work closely with the Director of Finance to ensure the accurate recording, analysis and forecasting of federal award & grant activity, implement and oversee CFR 200 compliance, take responsibility for all award reporting both internally and to funders, and to ensure effective communication between the Finance and Project teams

### KEY RESPONSIBILITIES INCLUDE

- Acts as point of contact for the Project Implementation teams, and as a specialist resource for all questions regarding federal and regulatory compliance, policies and procedures.
- Supports the Director of Finance with the year-end financial and Single Audit by preparing required documents, and further assistance with related audit inquiries.Accountant
- Collaborate with the Director of Finance on all NICRA matters for federal awards.
- Prepares all reports and invoicing for timely submission to U.S. City, State and Federal agencies, as well as interim and final award closeout reports as applicable.
- Ensuring receivables, deferred revenue and grantee payables are accurately recorded and reconciled to budget expectations. Coordinates closely with the Director of Finance and Project Implementation teams to resolve discrepancies as they arise.
- Produces timely and accurate internal financial reports and analysis for management to enable sound decision-making.

### EXPERIENCE AND SKILLS

Bachelors' degree in Accounting, Business or related field is required

3+ years' work experience in a mission-driven, nonprofit environment specifically related to federal grants accounting regulations and compliance, including award and sub award monitoring and management with agencies such as USAID, CDC, DOL, DOJ, HHS, etc.

Solid understanding and proven application of GAAP, nonprofit accounting methods, internal controls, and best practices under 2 CFR 200

Skilled at financial analysis, period closing, forecasting and reporting with a clear ability to initiate all proper and necessary general journal entries

Proficient with accounting and business software packages: Fund-EZ accounting software preferred, and Adaptive Planning management system experience is a plus

Intermediate to advanced level working knowledge of Microsoft Excel and other Office products, with experience creating pivot tables, using lookups and advanced formulas

#### OTHER REQUIREMENTS

A willingness to work extra hours during peak workload periods, especially around quarter-end reporting deadlines and annual audits

Strong attention to details and accuracy in all work products

Fluency in spoken and written English

Authorized to work in the United States

#### COMPENSATION & BENEFITS

Ideas42 offers a comprehensive employer-paid benefits package together with a competitive salary, commensurate with experience

This is an office-based, full-time, exempt position

Qualifies for loan forgiveness based on 501(c)3 status

Candidates must already be authorized to work in the U.S.

Position to be based in NYC

#### APPLICATION

Please submit your resume and covering letter, with salary requirements, at <http://www.ideas42.org/careers/>