

## Job Description

**Job Title:** Accounting Manager/Grant Accountant

**FLSA Status:** Exempt

**Classification:** Full Time

**Hours:** 40 hours/ week

**Compensation:** \$70,000-75,000/annually

**Department:** Administration

**Reports to:** CEO

### Position

YWCA New Hampshire seeks a Controller/Grant Accountant to support a broad range of financial operations responsibilities. The successful candidate will be detail-oriented, exhibit superior accounting skills and demonstrate significant skill in tracking and allocating multiple grants in a dynamic work environment. The ideal candidate will have experience managing the quality and content of all financial data, providing financial reporting to a variety of constituents, and coordinating with auditors for a small nonprofit.

Candidates may be required to exhibit accounting competency by successfully completing an accounting examination.

### Responsibilities

- Perform bookkeeping including journal entries and bank/account reconciliations; supervise and mentor bookkeeping support personnel including reviewing work for accuracy and consistency; maintain adequate documentation and work papers to support transactions
- Manage organizational cash flow and forecasting; manage accounts payable and receivable
- Work in conjunction with Administrative Services Manager to support accurate reporting of payroll and associated grant allocations into financial records
- Assist in completing scheduled billings for grants, contracts, and other programs
- Oversee and lead annual budgeting and planning process in conjunction with the senior leadership
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Participate in monthly finance committee meetings; prepare quarterly finance reporting to board of directors with the CEO and assist in board presentations as needed
- Coordinate and lead the annual audit and 990 preparation process, liaise with external auditors and the finance committee of the board of directors
- Coordinate and support ongoing audit requests from funders

## Qualifications

- Minimum 5 years of overall professional experience in a small not-for profit environment (budget <\$5 million)
- MUST HAVE grant accounting and reporting experience
- Minimum of a bachelor's degree in accounting
- Experience with QuickBooks Online, advanced Excel skills
- Ability to translate financial concepts to non-financial members of the staff and board
- Keen analytic, organizational, time management and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Proven success in managing a dynamic and fast-paced environment and collaborating with personnel across organizational functions

## Information on Applying

Interested candidates are asked to submit their resume, cover letter and salary requirements to [info@ywcanh.org](mailto:info@ywcanh.org)

This position requires a minimum of 80% of time be spent on site during normal operating hours. Candidates will participate in a team interview with YWCA NH stakeholders that may include an assessment of competencies on their skills and qualifications related to the job description outlined above.

### Competencies:

**Adaptability & Flexibility:** Adapts to changing business needs, conditions, and work responsibilities.

**Self-Motivation, Initiative & Creative Thinking:** Takes action without prompting and develops fresh ideas that provide safe solutions to all types of workplace challenges.

**Commitment to Quality Service:** Builds and maintains client/community satisfaction with the services offered by the organization.

**Confidentiality, Integrity, Ethics & Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

**Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity.

**Stress Tolerance and Unflappability:** Maintains composure in highly stressful or adverse situations.

**Problem Solving Attitude:** Approaches situations and challenges in a solutions based proactive and effective manner.

**Respectfulness & Relationship Building:** Builds constructive working relationships characterized by high level of acceptance, cooperation, and mutual respect.

**Professionalism & Personal Boundaries:** Conducts oneself with appropriate and expected professional boundaries and policies.

**Acknowledgement:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understanding of the requirements, functions, and duties of the position.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_