Title: Grants Accountant

Overview: Responsible for the preparation of monthly and quarterly grant and contract vouchering and financial reports for submission to funders. Interprets federal and state funder guidelines and interacts with granting agencies. Performs general ledger account analysis and reconciliations, prepares journal entries and creates and maintains periodic reporting, and assists the Associate Executive Director of Operations in the preparation of monthly reports.

Reports to: Associate Executive Director of Operations

Status: Full Time, Exempt, Benefit Eligible

Salary Range: $60-70k depending on experience. Comprehensive benefits and generous paid time off

Minimum Qualifications:

1. Bachelor's degree in Accounting, Finance, or related field or Associate's degree plus equivalent experience.
2. Minimum two or more years' experience in grants administration, accounting, or related area with preference to candidates with non-profit agency experience.
3. Excellent analytical, organizational, and communication skills.
4. Strong problem-solving skills and attention to detail.
5. Proficient in spreadsheet software (Excel), Word, and Outlook.
6. Demonstrated ability to meet deadlines and prioritize tasks; work efficiently with minimal supervision and as part of a team.
7. Fund EZ Accounting Software knowledge preferred. Voucher experience with NYS Dept of Health AIDS Institute contracts a plus!

Responsibilities:

1. Reconciles and prepares grant reimbursement vouchers and reports.
2. Utilizes Fund EZ accounting system, Excel, Outlook, and other software.
3. Perform various complex account analyses and reconciliations.
4. Submits progress reports to funders in accordance with grant/contract guidelines in advance of required deadlines.
5. Maintains grant contracts and agreements.
6. Assists with the preparation of agency and grant budgets relating to Federal and State programs.
7. Updates and maintains accurate monthly allocations applied to various grants.
8. Maintains records retention log to facilitate the orderly file system of permanent records for adherence to record retention policy.
9. Assist with the month-end closing process, conducting research and making correctional journal entries for account discrepancies, prepares closing journal entries, posts accrual entries, and prepares financial statements.
10. Assists with development and implementation of accounting procedures by analyzing current procedures, recommending changes.

11. Fully engage in self-care to promote physical, emotional, and spiritual well-being.

12. Support and participate in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication— include all staff and is essential to carry out the work and mission of the organization. Assist in fundraising efforts as requested by supervisor.

13. Other duties and special projects as assigned.

The Albany Damien Center's mission is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. **Our vision** is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

The Albany Damien Center is committed to building a culturally diverse staff and strongly encourages applications from minority candidates, women, persons from our LGBTQ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references by e-mail to careers@albanydamiencenter.org Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.