

Family and Children's Services of Central Maryland

Job Description

SUMMARY

The Senior Accountant/Grant Coordinator position is responsible for support service functions in the areas of accounting, grants management, statistical reporting, record-keeping, invoicing/documentation, accounts payable, payroll processing/reporting, preparation of monthly/annual journal entries, various reconciliations, financial statement preparation and analysis. The position has significant responsibility to communicate internally and externally with staff, vendors, grantors and auditors. This position may be full-time or part-time in nature, depending on the need of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare journal entries for agency business transactions, including accruals. prepaid expense entries
- Prepare grant billing reimbursement invoices, monitor and review accounts receivable for collection purposes
- Fiscally monitor spending and billing of federal public grant funds
- Develop budgets for grant applications and reporting as required
- Develop agency budgets for operations and capital projects
- Support and communicate directly with auditors and grantors as needed
- Prepare and distribute monthly financial statements
- Reconcile balance sheet accounts and activity
- Develop accounting policy and procedures to match best practices for internal control purposes
- Effectively manage and utilize various accounting, fundraising, electronic health record software, as well as Microsoft Outlook, Excel, Word and PowerPoint
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Coordinate, support and manage work flow from all accounting/administrative team members.

EDUCATION and/or EXPERIENCE

Bachelors or higher or 5 year's relative experience in lieu of degree.

LANGUAGE SKILLS

Excellent verbal and written communication skills are required for the internal and external responsibilities of producing financial/analysis reports, billing reporting, email correspondence and audit oversight.

MATHEMATICAL SKILLS

Advanced math skills are required to build business analysis reporting and knowledge of accounting practices is critical.

CERTIFICATES, LICENSES, REGISTRATIONS

None are specifically required.

PHYSICAL DEMANDS

The physical demands of this position representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Family and Children's Services of Central Maryland

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job in a regular office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics are as follows:

Drug-Alcohol Free;

Smoke Free;

Non-Harassment; and

Handicap Accessibility

Job Type: Full-time

Salary: \$50,000.00 to \$60,000.00 /year