



Position: Grants Accountant
Program: Finance
Reports to: Grants Manager
Salary: \$27.40 per hour
Status: 100%, Full-Time, Non-Exempt, Regular, Confidential
Probation: 90 days
Benefits: Medical, Vision, Dental, Life Insurance, Long Term Disability, Employee Assistance Program and a 403b Retirement Plan

JOB SUMMARY: The Grants Accountant is responsible for assisting in a wide variety of financial and accounting projects and tasks, including grants invoicing, collections, account analysis and account reconciliations, process evaluation and improvement, grants administration, and general ledger analysis and review.

ESSENTIAL FUNCTIONS:

- 1) Work with grants managers, program directors, managers and staff to ensure smooth and accurate grant billing;
- 2) Assist in the preparation of monthly grant invoices and recording of revenue to general ledger;
- 3) Assist in tracking, analyzing and forecasting grant revenue;
- 4) Assist in preparing monthly grant budget to actual variance reports and any ad hoc reports;
- 5) Participate in monthly budget to actual variance meetings with program personnel;
- 6) Assist with grant collections;
- 7) Process Employee Payroll Updates (retro and current);
- 8) Assist in activities related to establishing, maintaining, updating, and closing out grant accounts, including cost reports;
- 9) Assist the grants managers with account reconciliations for month-end closes and year-end audit, including but not limited to grants receivable and grant revenues;
- 10) Provide support for the monthly general ledger closing process;
- 11) Provide assistance with grant-related fiscal and Uniform Guidance audits and/or monitoring;
- 12) Assist in the preparation of grant RFPs, renewals, budgets and modification, as needed;
- 13) Assist in the reclassification of grant funds as earned from deferred revenue accounts;
- 14) Provide input for revisions to the Accounting Policies & Procedures to improve grants accounting processes to improve timeliness and accuracy of the monthly close, financial controls and reporting to management;
- 15) Undertake special projects/analysis and other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 3-5 years of education in Business Administration with a concentration in Finance, Accounting or equivalent experience;
- 2) Minimum one year of progressive experience in grants accounting and/or general accounting in a dynamic multi-service environment;
- 3) Strong knowledge of Generally Accepted Accounting Principles (GAAP);
- 4) Ability to multi-task and be flexible are crucial;
- 5) Must be detail-oriented, organized, and analytical with the ability to complete work accurately, meet deadlines, and to follow through on job duties and projects;
- 6) Team player willing to work evenings and weekends when necessary;
- 7) Must have good people skills to work closely with individuals at all levels and in all areas of the organization, including external grantors in a fast-paced environment;
- 8) Strong verbal and written communication skills;
- 9) Strong computer skills and knowledge of Microsoft Word and Excel;
- 10) Experience with Microsoft Dynamics Great Plains (GP) is a plus;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 12) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 13) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028