



VACANCY ANNOUNCEMENT

Senior Budget Accountant

Status: Full-time, exempt

Reports To: Controller

Location: Corporate, Millersville, MD

External Posting Date: September 4, 2019 **Closing Date:** Until Filled

ORGANIZATION

Anne Arundel Workforce Development Corporation, (AAWDC) is a nationally recognized, innovative workforce development that provides high-quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success

General Summary/Purpose

The Grants and Budget Accountant is an essential member of the Finance Team. Manages grants, grant requirements and grants budgets, and assists in the management of the organization budgets. Works in a fast-paced environment, must be able to accept a structured work environment meet deadlines and work well under pressure. Assists the Controller with transactional and routine bookkeeping and accounting responsibilities including verifying, reviewing and reconciling bills and posting and documenting financial transactions.

Specific Duties & Responsibilities

- Assists the Controller in reviewing budgets for grant proposals
- Assists in the Controller in reviewing the organization-wide fiscal year budget
- Serves as one of the point of contacts for contract monitors (at granting agencies)

- Receives and reviews grant documents before they are executed

- Receives grant budgets and sets them up in accounting systems including inputting initial budgets into QuickBooks

- Maintains organized contract files electronically and hard files

- Publishes and tracks grant deliverable dates for Program Directors
Assists Controller with grant budget modifications

- Serves as first line of review and approval for transactions to be billed to grants and prints manual checks

- Monitors budget to actuals for each grant and plan with Controller grant closeout functions

- Monitors subrecipient and subcontractor contracts and regular invoicing



- Prepares accurate and timely monthly and quarterly invoices for funders as well as other financial reports
- Monitors invoicing and pulling process
- Ensure compliance of grants spending with Identity's policies/procedures and donor rules/regulations
- Serves as the first line of review and approval for vendor invoices
- Opens mail and logs incoming checks, donations, receipts into Quickbooks
- Manage Gift Card inventory and performs gift card audits
- Manages credit card accounts and makes credit card payments
- Performs, monitors and records all necessary accounts receivables entries; follows-up with necessary grantors when payments are late
- Assists in preparation for and serves as liaison for grants audits by the granting agencies and the yearly financial statement audit
- Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identities strategic goals.
- Brings best self to the workplace and shares ideas and suggestions.

Minimum Qualifications (Mandatory)

- Bachelor's degree in Accounting or related field required. or ten experience working in a nonprofit accounting environment in lieu of degree.
- Minimum three years of progressively responsible grant accounting experience
- Strong Microsoft Word and Excel required.
- Strong computer and database management skills required
Experience working with QuickBooks Pro,accounting software
- Proficiency with automated systems and willingness and ability to learn new software packages

Anne Arundel Workforce Development Corporation is an equal opportunity employer, with a strong commitment to a diverse workforce. We encourage all qualified applicants to apply regardless of gender, age, color, national origin, disability, or any other protected characteristic.