



## Grants & Contracts Accountant

**Add basic accounting experience with detailed-organization and collaboration skills and you have the ingredients for a Grants & Contracts Administrator. If this is you and you want to make a difference in the work you do, read on to explore joining Save the Redwoods League as our Grants & Contracts Accountant!**

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org)

Our **Grants and Contracts Accountant** performs a variety of professional accounting functions including fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award accounting and reporting, and monitoring compliance with required deliverables with our grants and contracts.

### **Essential Duties and Responsibilities:**

#### ***Grant and Contracts Responsibilities:***

- Develops and maintains positive relationships with funding agencies, collaborating organizations, and multiple internal offices to ensure proper and timely grant administration
- Coordinates grants and contracts related efforts with independent, regulatory and other outside auditors; explains accounting practices and systems; prepares requested material as required
- Coordinates with grant award partners to secure timesheets, grant and match invoices, and other documentation
- Prepares invoices with required supporting documentation and bill to grantors on a timely basis
- Maintains grants database that tracks grant status, compliance requirements, budgets and due dates
- Leads the annual Single Audit requirement for federal grants
- Maintains grant billing and payment log
- Performs monthly reconciliation of grants receivable schedule, proper revenue recognition, and journal entries
- Closes out the grant and submit final report and other deliverables.

#### ***Accounting Responsibilities:***

- Convenes project team to establish proper chart of accounts for the grant and identify staff who need to track hours
- Works closely with the project team to submit monthly/quarterly required financial reports
- Assists Project Managers with financial inquiries or project cost reconciliations
- Communicates with government agencies to confirm approval of invoices submitted and follow-up on collections
- Performs analysis of actual vs budget and coordinates with program staff for potential need for budget modifications

- Participates in budget coordination meetings with external partners on complex, multi-year projects
- Performs quarterly accounting for land projects

**Other Responsibilities:**

- Assists with the annual Audit and Tax Return preparation
- Participates in the development and revision of departmental operating procedures and guidelines to enhance and recommend changes to improve processes
- Performs ad hoc analysis and projects

**Qualifications:**

- Bachelor's Degree in Business or equivalent work experience; academic major in accounting or finance
- A minimum of five years of directly related experience is required, three years' experience with MIP Fund Accounting or similar accounting software and experience with a grants management database
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Access) and SharePoint required
- Nonprofit experience preferred.
- Highly organized with excellent project management skills, including the ability to establish and monitor priorities, maintain flexibility, and meet deadlines in a fast-paced setting; able to handle multiple complex tasks with stringent time constraints
- Self-starter, able to work independently as well as in a team, with a track record of collaborating successfully with others
- Excellent oral and written communication skills.
- Strong organizational skills with a high degree of accuracy and attention to detail
- Experience in designing systems and adapting procedures and processes.
- Ability to work in a fast-paced environment, receptive to changes and challenges.
- A strong commitment to the mission of Save the Redwoods League
- Personable with a good sense of humor is a plus
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

**Working Conditions:**

- Regularly sits at a desk or computer workstation
- Frequently moves about the office to coordinate work and collaborate with colleagues
- Occasionally lifts, carries, moves and positions objects weighing up to 30 pounds

**To Be Considered:**

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to: [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) with the subject heading " Grants & Contracts Accountant".

***NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!***

***Save the Redwoods League is an Equal Opportunity Employer***

***Fluent English speakers who are bi-or multi-lingual, including indigenous language speakers, are encouraged to apply.***