



# WHITMAN-WALKER HEALTH

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## JOB DESCRIPTION

Job Title	Staff Accountant/Grants			
Reports To	Grant Manager			
Location/Department	ETMC – Finance			
Division	Administration			
Union	Yes:	No: X	Exempt: X	Non-Exempt:
Salary Range	\$50,000 - \$65,000			
Approved By	Chris Holleman, CFO		Carole Schor, Human Resources	
ERI Title			eDOT: 160.162-018	SOC: 132011
EEO Class	(2) Professionals		WC Code: 8832	Updated: 11/5/14

### Job Summary

The Staff Accountant will be responsible for assisting the Grants Manager in all grant and contract functions from budgeting, billing, revenue calculation, collections, reporting, site visits, and close-out. The Staff Accountant will also assist in other general accounting activities to include the year end and A-133 audits, the preparation of the annual operating budget, monthly general ledger and bank reconciliations, timesheets review, indirect cost proposal submission, excluded party vendor checks, and other projects and accounting duties as assigned.

### Primary Essential Duties

- Responsible for assisting the Grants Manager in the overall financial management of WWH grants and contracts
- Prepares grant and contract invoices and financial reports (including program income) as required by award agreement
- Prepares/assists with grant budgets (internal and external) and associated realignments
- Ensures grants and contracts are set-up correctly in the accounting software so all billable costs are billed accurately and grant and contract revenue is calculated accurately and recognized properly in the appropriate accounting period
- Assists in monitoring staff time allocations to billable and unbillable projects and aids in the review of staff timesheets
- Assists in the preparation and maintenance of the grants/contracts accounts receivable aging schedule
- Prepares and submits monthly spending analyses to program managers
- Conducts regular meetings with program managers to discuss their spending analyses and suggest budget modifications, as needed
- Reconciles billed and unbilled costs to grant and contract revenues
- Performs grant drawdowns
- Assists in the timely collection of payments on outstanding grant and contract invoices
- Responsible for communicating items relating to grant and contract financial management and compliance to program managers and funders
- Ensures appropriate supporting documents for all grants and contracts are maintained in an organized and auditable manner, electronically and in paper form, as needed
- Assists with all funder site visits and audits and with WWH's year-end financial statement and A-133 audits
- Shadow and backstop other accounting staff functions, as needed
- Other general accounting duties, as assigned

### Budget Responsibilities

- Assists the Grants Manager in preparing the Grants and Contracts revenue operating budget, as requested

### **Management Responsibilities**

No personnel management responsibility.

### **Knowledge, Skills and Talents Required**

A 37.50-hour work week is a general requirement, with a Monday through Friday schedule being typical. Some early morning and late evening coverage may be required depending on scheduling requirements. This position will be located at 1327 14<sup>th</sup> Street, NW

- Must be detail and deadline oriented
- Must be able to multitask and have excellent time management capabilities
- Must have excellent written and oral communication skills; diplomacy with respect to funders is essential
- Must be proficient in Excel (i.e., pivot tables)
- Must be able to develop and maintain close and constructive professional relationships at all levels within the organization
- Must be able to interpret award documents (i.e. NOGAs)
- Must have knowledge of OMB's Uniform Guidance (aka the "Supercircular") and working knowledge of OMB's A-110, A-122, and A-133
- Prior grant and contract invoicing/reporting is required Non-profit experience is highly preferred
- Previous Government contracting experience is helpful
- Experience with Ryan White grant funding is highly desirable though not required
- Experience with Microsoft Dynamics SL is required

### **Education and Experience Required**

- Bachelor's degree in Accounting and/or equivalent experience
- Two to five years of relevant experience within an Accounting department

### **Working Conditions:**

Working conditions for this position are normal for an office environment. Individual may be required to work evenings and / or weekends.

### **Physical Demands:**

Lifting: No more than 20 lbs. and infrequently.

Movement: Standing and sitting for long periods.

Visual: Long periods on computer.

Concentration:

Communication: Direct and indirect communication. Written and verbal acuity.

Whitman-Walker Health is an equal employment opportunity employer and does not discriminate against applicants, its employees or former employees on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status and gender identity. For accommodation in the application process, please contact Human Resources.

The above job description is designed to indicate a general sense of the duties and expectations of this position. It is not to be interpreted as a comprehensive inventory of all duties and responsibilities required. As the nature of our business demands change, so too, may the duties and responsibilities of this position. You may be required to perform other duties as requested, directed, or assigned.