UNITED WAY
South Hampton Roads

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SENIOR ACCOUNTANT/SENIOR GRANT ACCOUNTANT
JOB DESCRIPTION

Job Title:	Senior Accountant/Sr Grant Accountant ($85,000 - $95,000)
Department:	Finance
Reports To:	Vice President of Finance
FLSA Status:	Exempt

Position Summary: The Senior Accountant/Sr Grant Accountant – Grant Reporting is responsible for overseeing all grant-related financial activities, including reporting, compliance, reconciliations, and funding coordination. This role ensures accuracy of grant financials, supports program teams, and maintains compliance with funding requirements while serving as a key financial liaison across departments.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Grant Reporting & Financial Management

- Prepare and submit grant financial reports in accordance with funder requirements.
- Prepare internal grant financials and distribute to program leads for review.
- Review and process corrections submitted by departments to ensure accuracy of grant-related transactions.
- Ensure compliance with all grant reporting guidelines and timelines.
- Assist Grant Manager with financial grant reporting for entities.

Grant Writing

- Write small grants for organization for up to $50,000
- Provide Grant Manager with financial information for all grant applications

Account Payables & Disbursements

- Ensure all disbursements related to internal grants are properly approved and supported prior to processing.

Account Receivables and Invoicing

- Compile date for reimbursable grants and submit to Awarding Agency.
- Ensure all invoice request for reimbursement are recorded in CRM and general ledger.

Grant Reconciliation

- Reconcile financial ledger to subsidiary ledger for reimbursable grants.

Grant Budget Monitoring

- Ensure adequate funding availability for grant and operational expenses.
- Request quarterly reports from Community Investment Coordinator received from grant recipients to review for budget monitoring and audit compliance.

Audit & Compliance Responsibilities

- Perform quarterly financial audit site visits to grant recipients.
- Perform annual audits of all grantees and community partners.
- Assist in preparation of grant-related audit schedules
- Review and track contracts for Community Investment partners.
- Provide supporting documentation for grant compliance and reporting
- Work directly with auditors on grant-specific inquiries
- Ensure all grant transactions are properly supported and reconciled
- Performs quarterly audit of campaign envelopes
- Assist with the annual audit.

Cross-Functional Support

- Serve as backup to the Senior Accountant– Financial Reporting
- Collaborate with finance and program teams to improve processes and financial accuracy.

General "Other Duties as Assigned

Perform other duties as assigned to support Finance Department operations.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Achievement Focus - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.
Adaptability - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.
Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Business Ethics - Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works with integrity and ethically.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Professionalism- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Quality - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

Quantity - Achieves established goals. Completes work in timely manner. Meets productivity standards. Strives to increase productivity. Works quickly.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Task & Process Management – Organizes and completes financial tasks in a timely, accurate, and compliant manner.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree from four-year college or university; and five or more years related experience and/or training.

Language Ability:

- Read, analyze, and interpret business, professional, technical, or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers, and the public.

Mathematical Ability:

- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability:

- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Proficient in Microsoft Office
- Proficient in Outlook
- Proficient in Windows Operating System
- Proficient in PC's

Certificates and Licenses: None

Supervisory Responsibilities: This job has no supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise in the work environment is typically moderate.

Physical Demands: The physical demands described here are 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.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, use hands to finger/handle/feel, and talk or hear. The employee is occasionally required to reach with hands and arms.

While performing the duties of this job, the employee is frequently required to lift and/or move up to 25 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Interested? Please email your resume and cover letter to recruiting@unitedwayshr.org

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