



URBAN LEAGUE
GREATER SOUTHWESTERN OHIO

Grants Accountant

Position Description

Grants Accountant

Full-time Position

Location: In-office; 3458 Reading Road, Cincinnati, Ohio 45229

Reports to: This position reports to the Senior VP of Finance and Accounting

Department: Finance & Accounting

Position Overview:

As our Grants Accountant, you are responsible for managing and performing all financial aspects of pre- and post-award grant activities, including preparing and monitoring grant budgets, ensuring compliance with internal and external requirements, tracking expenses, and preparing financial projections and reporting. Working collaboratively with the Development and Program teams, this role will ensure accuracy in grant billing and compliance with Funders' requirements. A successful candidate must have experience in non-profit accounting, understand all aspects of the grant life cycle, and personally align with the Urban League's mission and values.

What you'll do:

- Collaborate with programmatic staff to develop accurate grant budgets. Monitor and track expenses and revenue to ensure alignment with budgets and expense allocations.
- Prepare budget modifications as needed.
- Prepare and process program grant invoicing. Conduct regular reviews with programmatic staff to ensure spending is on track. Resolve discrepancies as needed.
- Prepare accurate grant financial reporting and analysis for compliance requirements and accurate decision-making.
- Participate in all grant audits and prepare required documentation as needed.
- Ensure proper journal entries are completed related to funding sources. Use Financial Edge to record transactions accurately.
- Perform regular reconciliation of grant accounts including accurate recording of all grant financial transactions in the general ledger in compliance with accounting standards.
- Ensure compliance with all grant terms and requirements, applicable laws, and regulations.



URBAN LEAGUE
GREATER SOUTHWESTERN OHIO

Grants Accountant

Position Description

- Partner with the Development and Programmatic teams for proper FTE payroll allocations.
- Maintain accurate and complete records of grant transactions, financial reporting, and communication with funders.
- Provide financial support to programmatic staff regarding budget and expense management.
- Partner with the Development team to financially close out grants, including final reporting and reconciling financial data for grant award documentation.
- Maintain and update internal grant accounting, billing, and reporting processes and procedures.

What you'll need:

- Bachelor's degree in accounting, finance, or a related field.
- Proven experience with grant accounting and/or grant management including the ability to understand and interpret grant award documents.
- Proven work experience in non-profit accounting including in-depth knowledge of generally accepted accounting principles (GAAP).
- Proven experience performing various mathematical and financial calculations.
- Strong interpersonal, written, and verbal communication skills.
- Ability to collaborate and maintain relationships with departmental staff, vendors, and funders.
- Strong technology capabilities, including MS Office (Excel and Outlook) and financial software (Financial Edge experience preferred).
- Strong attention to detail and the ability to take the initiative and self-start.
- Capacity to manage multiple tasks and projects.
- Results-focused with a high commitment to quality and accurate work.
- Strong problem-solving and critical-thinking skills.
- Alignment with our mission and values.
- Favorable background check is required.

Working environment:

This is a full-time, in-person position located at [Office Location]. This position requires regular sitting or standing for long periods at a computer; frequent bending, twisting, stooping, and crouching while working at a desk; filing and record handling; regular use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment;



URBAN LEAGUE
GREATER SOUTHWESTERN OHIO

Grants Accountant

Position Description

frequent use of a telephone and computer to communicate with coworkers and the public; regular standing to use a variety of office equipment; occasionally lifting and carrying items up to 30 pounds; regularly communicating in oral and written form with coworkers and with the general public, constant reading, and interpretation of documents.