

## Accountant- Grants Specialist

Part-Time

Pay rate: \$24.00/hour\*

\*Does not include bilingual differential pay



**PLEASE NOTE: if you are interested in applying for this position, please go to [emergecenter.org/employment](http://emergecenter.org/employment) to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.**

*Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, ableism, and anti-immigrant sentiment).*

*These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.*

*We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.*

**We're committed to making our community a safer place for everyone. Join us!**

### **POSITION OVERVIEW**

The Accountant – Grants Specialist will be responsible for acting as the subject matter expert for the financial elements of grant award management, with a particular focus on grant billing and accounts receivable, expense tracking and projections, and cost allocation. This position, working under the direction of the Director of Finance, may also assist with tasks including month end financial close procedures, reconciliations, annual audit support, etc. This position will act as the finance point of contact for grant management activities when the Director of Finance is unavailable. This position will have exposure to information that is confidential in nature. Privileged and proprietary information must be kept confidential during and after employment. Examples of sources and situations that may present confidential information include, but are not limited to, electronic communication (e-mail, text message, etc), personal conversations and documents an individual has access to, etc. Unless specifically directed by the CEO or a Vice President, confidential/privileged information will not be shared with any other individual, both inside and outside of Emerge. Care shall be taken to keep verbal conversations about confidential information out of earshot of others, and that documents containing confidential information are not left in the open or inadvertently shared.

***Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.***

### **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

- Commits to upholding the agency's mission, vision, community guidelines and values. We value diversity, inclusion, equity, and belonging in all that we do.
- Engages in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change
- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members

- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives
- Assesses potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follows all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Champions the organization's culture of feedback by consistently providing and seeking feedback and encouraging others to do the same
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet the needs of participants and staff
- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

## **ESSENTIAL DUTIES**

- Remain versed in the parameters and reporting requirements of all grant contracts in order to serve as the agency's subject matter expert for financial aspects of grant awards
- Generate various monthly payroll allocation and Employee Related Expense (ERE) reports in preparation for monthly grant billing
- Prepare and upload payroll journal entries into accounting system, allocating payroll expenses to various grants according to approved allocations and budgets
- Prepares approximately 25 monthly grant invoices and supporting documentation and submits them to Finance Director for signatures and submission to funders
- Update all expense tracking reports with current month costs and enter invoices into accounting system
- Researches variances in expenditures, allocations, etc. in collaboration with the rest of the Finance team
- Submits invoices directly to funders for any billing which is uploaded directly into an online portal
- Tracks and analyzes spending rates of grant budgets vs incurred costs and maintains spending projections for all grants, reviewing each projection monthly with Finance Director
- Proposes budget modifications to Finance Director when needed and prepares financial data required for modifications
- Generates reports from Excel, accounting software, and other systems as needed
- Assists Director of Finance with various administrative tasks associated with grant management as needed
- Reconciles General Ledger accounts as necessary
- Process journal entries and other general ledger transactions as needed in compliance with GAAP and Emerge policy
- Provide ad hoc reporting and analysis as needed
- Ensures all appropriate documentation is organized, filed, and maintained, in a timely manner

- Adheres to agency policies and procedures as well as all City, County, State and Federal regulations

**REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 3 years of work, professional or life experience (personal), in the following areas**

*Note: Emerge recognizes that the required skills and knowledge needed for this position can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.*

- Working knowledge of Accounts Receivable practices, especially in connection to federal grants
- Ability to analyze complex financial data and general ledgers for accuracy and reasonableness, as related to grant management
- Familiarity with grant award management and principals of cost allowability and compliance
- Experience using accounting software
- Experience preparing financial documentation to support reported costs
- Demonstrate willingness and ability to confront racist, homophobic and transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Willingness to acknowledge one's own humanity and that of others and to recognize the impacts that one's experiences have on shared interactions.
- Commitment to approach others with grace rather than judgement

**PREFERRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 2 years of lived/life experience (personal), work or professional experience in the required areas**

- Knowledge of principals, concepts and practices of accounting in non-profit organizations
- Experience using Paylocity for payroll processing
- Experience using FundEZ accounting software
- Bilingual (English/Spanish)

**REQUIRED COMPETENCIES**

- Computer skills including e-mail, calendars, document processing, spreadsheets and databases
- Demonstrates consistency, accuracy, and thoroughness in work
- Willingness to incorporate feedback and unfamiliar practices into work
- Ability to adapt to changes in the work environment, manage competing priorities, and navigate frequent change, shifting deadlines and unexpected situations
- Ability to approach work with a focus on service and purpose, always centering the community that Emerge exists to support
- Strong communication skills and a willingness to collaborate and engage others in conversation
- Ability to organize one's work and maintain a consistency focus on detail
- Adaptable to shifting between periods of working independently and periods of collaboration

## **OTHER REQUIREMENTS**

- Ability to obtain fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance(as applicable)

## **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.

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine
- Must be able to lift up to twenty-five pounds
- Provide CPR/First Aid

Emerge is an equal opportunity employer