



Heading Home

Job Title: Grant Staff Accounting Bookkeeper
Program: Admin
Reports To: Chief Financial Officer
Hours: Full Time Position 40hrs per week

Non-Exempt

Position Summary:

The Grant Staff Accountant performs the accounting and financial service functions for various programs funded by grants, contracts, and special revenue streams. These functions include preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state, and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and the district's annual report.

The essential Duties and Responsibilities of the Grant Staff Accounting Bookkeeper:

- Accounts payable/bill management
 - Manage all accounts payable and properly code to grants or programs.
 - Manage vendor relations, prepare, and present biweekly AP report to the CFO, and print checks once approval is given.
 - Enter and record expense reports for staff, in addition to bank and credit card transactions.
- Cash and cash receipts
 - Preparer daily deposits cash and physical checks.
 - Maintain and update a weekly cash flow report for the CFOs review
 - Interface with the Grants Coordinator for all new programs, grants etc., to ensure all new items are entered into the QuickBooks database.
- Payroll
 - Maintain and run payroll for a staff of 150-250 employees, in multiple programs (ADP Workforce Now currently used).
- Grant Finance
 - Prepare and submit grant invoices.
 - Provide basic financial support for funds related to grant projects.
 - Monitor/track the status of each program through its program life cycle.
 - Once awarded, monitor expenses for allowable uses of grant funds.
- Reporting
 - Prepare monthly report packages.
- Computer and Technology Skills
 - Strong systems and technical experience is required, including demonstrated experience in setting up accounting systems, timekeeping systems, and maintaining system interfaces. QuickBooks and ADP Workforce Now experience is a must. Google products experience highly desired.

The responsibility of all Heading Home employees is to:

- always represent and promote Heading Home in a positive and professional manner,
- maintain good attendance and punctuality in keeping with Heading Home policies,

- attend all staff and organizational meetings as required,
- observe and practice safe work habits and practices in compliance with regulations, statutes, and organizational policies,
- maintain client, resident, guest, and organizational confidentiality in compliance with organizational policies and procedures, and
- read, understand, and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

- Five or more years of experience, BA degree preferred
- Proficiency with QuickBooks Desktop, Google products and ADP Workforce NOW software programs
- Experienced in non-profit accounting or activity-based accounting in the construction or manufacturing industries.

Skills: A skill is typically related to a specific ability. Enter the skills that are necessary for this position as formatted below. These are examples of *Skills*:

- Attention to detail is required and the ability to work in a fast-paced environment that is constantly changing.
- Proficient in Google Products
- Highly organized

Other Requirements:

- A valid New Mexico driver's license and reliable transportation
- CPR/ First Aid/MANDT certification or ability to become certified within 30 days of hire
- Ability to navigate stairs, ladders, ramps, and uneven terrain.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Date: _____
Grant Staff Accounting Bookkeeper

Signature: _____ Date: _____
Chief Financial Officer