



Staff and Grants Accountant

Who We Are:

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested nearly \$40 million in over 600 grassroots organization around the world. Check us out at www.globalfundforchildren.org.

Position Summary

The Staff and Grants Accountant is responsible for performing day to day financial, accounting, and grant support services for the organization. The Staff and Grants Accountant will be responsible for ensuring that all grants disbursements, accounts payables and receivables are processed in accordance with Global Fund for Children's policies and procedures in a timely manner. This is a full time exempt position, reporting directly to the Director of Finance based in Washington, DC.

Primary Responsibilities:

General Accounting (60%):

- Process cash receipts and reconcile monthly donations with the development department.
- Process all vendor, corporate credit card, and staff reimbursement payments accurately and in a timely manner.
- Reconcile all monthly credit card and travel expenses reports in Concur expense reporting system.
- Analyze and reconcile balance sheet accounts and prepare month end and annual accruals.
- Maintain employee files and setup new employees in payroll and benefit systems.
- Maintain and file all accounting files, including but not limited to vendor filing, cash receipts, and expense reports.
- Assist Director of Finance and Finance Manager in preparing schedules for annual audit and Form 990 submission.
- Perform other ad-hoc accounting, financial, and administrative tasks as required.

Grants Accounting (40%):

- Update and maintain Finance calendar with important events and deadlines.

- Work with Finance Manager to administer grants to grassroots partners through the various grant stages including the revision of paperwork, disbursement of funds, and updating status on GIFTS.
- Assist Finance Manager in preparing budget to actual grant files and financial reports for multiple donors.
- Oversee the timely completion and approval of timesheets in ADP. Track staff time based on approved budgeted grant allocation.
- Use approved timesheets data to prepare monthly reports for payroll and indirect costs allocation.

Experience and Skill Requirements:

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.
- Non-profit accounting experience required.
- At least three years of general accounting or equivalent experience managing grants. This includes processing financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping, and preparation of monthly, quarterly, and/or annual reporting.
- Proven experience entering high-volume data into a general ledger system.
- Ability to work both independently and as part of a team.
- Experience in grants/contracts financial management; including knowledge of budgeting and accounting procedures for grants/contracts highly desired.
- Experience with Intacct Accounting Software and Concur Expense reporting, a plus.
- Experience with payroll processing and benefits administration, a plus.
- Experience working with Microsoft Excel, including managing data with tables by using pivot tables and what-if formulas.
- Excellent written and oral communication skills and attention to detail required.

If this sounds like a fit, we want to hear from you. Please send a cover letter which includes salary expectations and a resume or curriculum vitae to careers@globalfundforchildren.org with "Accountant" in the subject line. Applicants must be legally eligible to work in the United States. Position is open until filled for immediate hire and only short listed candidates will be contacted. Check us out at www.globalfundforchildren.org.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We offer great benefits including generous paid time off, 100% employer paid medical insurance and a 403b safe-harbor match plan. For reference, the salary range for this position is \$50,000 - \$60,000, based on experience.