



**JOB TITLE:** Grants Accountant

**EMPLOYER:** North Shore Senior Center

**FLSA STATUS:** Exempt

**LOCATION:** Northfield, IL

**PT/FT:** FT (35 hours/week)

NSSC is a small non-profit social services agency with just over 100 employees. For the second year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the mission of serving older adults.

**SUMMARY:** The Grants Accountant is responsible for planning, organizing, and coordinating the centralized accounting and financial reporting for the Center's grants. This position is also responsible for working with other departments, staff, and leadership to further the overall mission of the Center.

We work hard to foster a very supportive work environment that promotes a healthy work-life balance. We invest in the training and support of new employees as they start in this new role.

**DUTIES AND RESPONSIBILITIES:**

- Prepares monthly reports for grants and contracts
- Prepares monthly journal entries to the general ledger to assure all grant revenues are coded to the correct general ledger accounts and allocated to the correct departments/programs
- Monitors grant expenditures and assures proper documentation is in place for grant expenditures
- Maintains complete and organized grant accounting files
- Participates in continuous improvement and system enhancement projects
- Collaborates with various departments to manage government and private grants, to prepare program budgets and financial reports, and to monitor that compliance requirements are being met
- Maintains information and documents in support of grant-related revenues and expenditures to ensure compliance with applicable local, federal, state, and other related regulations, statutes, and Generally Accepted Accounting Principles (GAAP)
- Prepares and maintains documentation to support federal, state, and other related agency audit inspections of financial transactions including compliance, billing, funds drawdown, correspondence, and related activities
- Manages funder audits
- Builds and maintains working relationships with program directors internally to ensure communication regarding grants is consistent, complete, and informative.
- Reviews payroll monthly to maximize staff grant allocation and ensure proper matching activity
- Assists with preparation of the annual agency budget, monthly close, quarterly forecasts, and the Center's annual financial statement audit

**QUALIFICATIONS:**

- Bachelor's degree in business or accounting or equivalent experience
- Prior grant experience preferred
- Strong computer literacy including Microsoft Office applications
- Exceptional multitasking and organizational skills
- Working knowledge of accounting practices
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to handle sensitive and confidential situations and documentation
- Works well in a team environment
- Experience working with accounting software

**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*