Position: Grants Accountant
Reports to: Chief Financial & Operations Officer (CFOO)
Status: Exempt
Revised Date: October 2021

ChicagoCAC employees are expected to perform their job duties and act in a manner consistent with the Core Values of the organization.

Responsibility Summary:

The Grants Accountant is responsible for assisting the Chief Financial and Operations Officer with financial duties for Chicago Children's Advocacy Center including but not limited to monthly accounting and reporting, accounts receivable, and grant reporting and compliance.

Primary Responsibilities:

- Maintain accurate financial records of accounts receivable, prepare and distribute monthly aging schedules. Manage receivables and work with the CFOO and Development to maximize timely cash collections. Create invoices for pledges as needed.

- Assist with preparation of private foundation grant reports as well as monthly/quarterly government grant reports and monthly vouchers. Prepare and maintain supporting documentation and submit all financial reports in a timely manner.

- Assist CFOO with the monthly accounting and reconciliation of all restricted grants and temporarily restricted fund balance.

- Assist with monthly accounting close. Specific tasks: review accuracy of balance sheet accounts and prepare/update schedules, reconciliations, and journal entries for review by CFOO.

- Assist with weekly posting of cash and pledges between Blackbaud Raisers Edge and Financial Edge.
• Manage the financial aspects of grant financial audits and site visits as needed. Assist with time and effort reporting and compliance with grants and contracts.

• Monthly revenue reconciliation with Development department to match Financial Edge data with Raisers Edge data.

• Assist the CFOO as needed in annual budget and annual audit preparation.

• Serve as back-up for Accountant and Grants Accountant as needed.

• Participate in local networking and training opportunities.

• Perform other duties as assigned.

**Discretion**
The Grants Accountant has a mid-level range of discretion and independent decision-making.

**Supervisory Responsibilities**
The Grants Accountant does not have any supervisory responsibilities.

**Relationships**
The Grants Accountant works closely with the CFOO, Accounting/Administration and Development teams and other staff as required.

**Qualifications**
A Bachelor’s Degree is required with a minimum of 5 years of experience in Accounting. Must have good oral and written communication skills. Proficiency in accounting systems, particularly Blackbaud Raisers Edge and Financial Edge. Experience with Government Grants. Strong organizational skills. Must be very detail oriented.

**Acknowledgement**
I have read and understand the expectations outlined in my job description:

________________________________________  _________________
Staff       Date

________________________________________  _________________
Supervisor       Date