



City Year, Headquarters

POSITION ANNOUNCEMENT
Grant Accountant

Anticipated Start Date: December 10th, 2012

Application Deadline: November 23rd, 2012

About Us

City Year is an education-focused, nonprofit organization founded in 1988 that partners with public schools and teachers to help keep students in school and on track to succeed. In 24 communities across the United States and through two international affiliates, this innovative public-private partnership brings together teams of young AmeriCorps members who commit to a year of full-time service in schools. Corps members provide individual support to students who need extra care and attention, focusing on attendance, behavior, and course performance through in-class tutoring, mentoring, and after school programs.

City Year is recognized by Charity Navigator, America's premier charity evaluator, as a four-star rated organization for each of the last eight years, placing it among the top 1% of all organizations rated. City Year is also a five-time winner of Fast Company Social Capitalist Award and has been recognized in leading business and management books including Built to Last and Forces for Good: The Six Practices of High-Impact Nonprofits.

Our Service

As one of the fastest growing nonprofit organizations in the country, City Year is laser-focused on reducing the dropout crisis in America. City Year partners with schools and teachers to place trained young adults in schools where they're needed most to provide individual support to students who need extra care and attention. Working side-by-side with teachers, our Corps Members use research-based tools and techniques to help students who are struggling—so more kids stay in school and on track to succeed.

By addressing the needs of the whole child, we help transform the whole school. With the hands-on support they need to succeed, more students are ready, willing and able to learn, which creates a more positive and productive learning environment for the whole school.

Our Footprint

Founded in Boston in 1988, City Year has established programs in 24 cities, including Baton Rouge, Chicago, Cleveland, Columbia, SC, Columbus, Denver, Detroit, Jacksonville, Little Rock/North Little Rock, Los Angeles, New Orleans, Miami, Milwaukee, New Hampshire, New York, Orlando, Greater Philadelphia, Rhode Island, Sacramento, San Antonio, San José/Silicon Valley, Seattle/King County, and Washington, D.C., and international affiliates in Johannesburg, South Africa and London, England. City Year is a proud member of AmeriCorps.

Position Overview

The Grant Accountant is responsible for the financial reporting and accounting of all grant, contract, and other financial activity for a portfolio of sites across the City Year U.S. network.

Primary Functions

- Ensures compliance with sponsoring agency regulations.
- Develops procedures, interacts with program staff and outside entities, performs general accounting related specifically to grants/contracts ensuring compliance with grantor or lending agency regulations and laws.
- Prepares internal and external financial, budgetary and accounting reports of considerable complexity requiring independent judgment, initiative, and extensive knowledge of the organization, accounting, and policies and procedures of the various federal, state and local agencies.

Reporting Relationship: Director of Accounting Operations

Responsibilities

- Financial reporting and financial record maintenance; preparation of monthly, quarterly, and annual financial reports.
- Cash management of all grants and contracts including preparation of requests of funds from grantor agencies.
- Review payments charged to grants for conformity to budget; calculate indirect costs and matching costs and charge those costs to grants monthly.
- Prepare grant billings, reconcile and monitor receivables and pursue unpaid billings.
- Responsible for budgetary control of grants and contracts and proper expense classification based on grantor guidelines.
- Assist in the preparation of budget variance reports.
- Work closely with management staff, development staff, and government relations staff to ensure effective support to the site offices.
- Maintain web-based and other links to all applicable granting agencies. Maintain and enhance the grants section of the finance area's web-page.
- Provide assistance in the general accounting and cash management areas.
- Assist in the preparation and coordination of schedules for the A-133 audit.
- Coordinate with and serve as backup for the other grant accountant positions.
- Other special projects as assigned.

Qualifications

- Bachelor's Degree in accounting or finance required.
- Three or more years in nonprofit accounting or financial management required.
- CPA and/or Masters Degree in accounting or finance a plus.
- Knowledge of US government grant-making rules and regulations, including OMB Circulars A-110, A-122, and A-133.
- Highly proficient in applying technology to work processes.
- Strong Excel spreadsheet skills required.
- Advanced experience with MIP or other accounting software required.
- Knowledge of best practices and ability and eagerness to design and apply such to current environment.
- Excellent verbal and written communication skills; demonstrated skills in diplomacy, team building, and connecting people to a common vision.
- Ability to present complex information easily and accurately.

- Demonstrated ability to analyze qualitative and quantitative information and the skill to teach others to do the same.
- Flexible work hours required to meet unanticipated work demands and deadlines beyond routine work flow.
- Commitment to City Year core mission and values and an ability to model those values in relationship with colleagues and partners.

Compensation and Benefits

Compensation commensurate with experience. Excellent benefits including health insurance, vacation, holidays, parental leave, 401K, flexible spending account and more.

Deadline to Apply:

November 23rd, 2012

To Apply

Interested qualified applicants should submit a cover letter, references, & resume to:

City Year Headquarters
Grant Accountant Search
287 Columbus Ave.
Boston, MA 02116
Attn: Lisa Lerma
cyjobs@cityyear.org

City Year is committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply.