

**Ethiopian Community Development Council, Inc.**  
901 S. Highland Street, Arlington, Virginia 22204

**JOB ANNOUNCEMENT**

**Position Title:** Staff Accountant Processing Specialist  
**Department:** Finance  
**Reports to:** Director of Finance  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Summary.** The Staff Accountant Specialist assists with financial management of ECDC and affiliate grant programs, ensuring compliance with grant agreements and organizational policies. Responsibilities include maintaining accurate financial records, preparing detailed reporting, monitoring grant budgets, reviewing financial reports, processing payments and reimbursements, and working with branch sites and affiliates for the effective handling of grant financial transactions. The position requires strong attention to detail, analytical, computer, and critical thinking skills, and the ability to thrive in a collaborative team environment in support of the organization's mission and goals.

**KEY RESPONSIBILITIES**

- Process grant payments to grantees, vendors, and subcontractors via various payment methods, including checks, wire transfers, and ACH payments, and maintain accurate grant accounting records
- Verify that payment documentation, including invoices, expense reports, and supporting receipts, is accurate and complete
- Compare payment requests to the approved grant budget to ensure that expenses are within budgetary limits and allocated to appropriate budget categories
- Thoroughly examine grant payment requests to ensure they align with approved grant budgets, contractual agreements, and funding guidelines.
- Review grant budgets and expenditure reports to ensure the eligibility and accuracy of expenses before processing payments.
- Manage the timely and accurate processing of grant payments by grant agreements and funding guidelines.
- Cross-reference payment requests with grant terms and conditions to confirm the appropriateness of requested costs.
- Identify all discrepancies between the payment request and the approved budget, seeking clarification or resolution as needed.
- Manage and track the disbursement of grant funds by program and funding guidelines.
- Maintain detailed records of grant disbursements, allocations, and related documentation.
- Ensure timely and accurate processing of grant payments to grantees and vendors.
- Ensure compliance with grant funding requirements, including allowable expenses and reporting obligations.
- Review grant contracts and agreements to understand payment terms and conditions.
- Prepare Grant financial reports and statements related to grant expenditures and fund balances
- Monitor grant spending to prevent overspending or budget variances, promptly addressing discrepancies or issues.
- Use electronic payment platforms and systems to initiate and execute payments, including ACH transfers and wire transfers, and oversee and reconcile the electronic processing of financial transactions, including accounts payable, accounts receivable

- Prepare and submit financial reports per grant agreements and reporting deadlines to grantors and funding agencies.
- Maintain accurate records of grant-related transactions, expenditures, and financial documentation for audit purposes.
- Assist in the preparation of grant budgets and budget narratives.
- Assist in annual audit.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree or Certificate in Accounting, Finance, or equivalent work experience in grants management.
- Coursework in cost accounting and/or government accounting.
- Knowledge of accounting procedures, financial management, and analysis.
- Working knowledge of cost principles and allowable costs as published in The Uniform Guidance (2 CFR part 200) as published by the Office of Management and Budget (OMB).
- Demonstrated training experience.
- Ability to work with minimal direction, initiate activities, and identify organizational needs related to responsibilities.
- Ability to research, interpret, and apply related Code of Federal Regulations (CFR) applicable to grants and cooperative agreements administered by ECDC.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior analytical skills, attention to detail, and strong work ethic.
- Ability to maintain confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software, particularly Microsoft Outlook, Excel, Access, Word, and accounting software packages.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.
- Must pass a background check.

**SALARY.** ECDC provides a competitive annual salary for this position commensurate with experience and ranges between \$72,000–\$75,000.

### **ECDC Benefits**

ECDC offers an excellent benefits package that includes:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off, including 15 days of vacation and 12 days of sick leave during the first five years of employment.
- 13 days of paid national holidays.
- 403(b) retirement plan with ECDC's contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

**TO APPLY.** Please submit by e-mail (1) a cover letter, (2) a résumé, (3) three professional references, and (4) salary requirements via email to [hr@ecdcus.org](mailto:hr@ecdcus.org)

No telephone inquiries, please. Only qualified candidates will be contacted.

**ECDC IS AN EQUAL-OPPORTUNITY EMPLOYER**