

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

JOB DESCRIPTION

Position Title: Staff Accountant
Department: Finance Department
Division: General Administration
Reports to: Director of Finance
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Staff Accountant will be responsible for developing project and grants budgets, maintaining, and closing all grant accounting, including the initial grant accounting setup according to grant agreements, entries, reporting, tracking, and closing of grants. The Staff Accountant will work with and support the Director of Finance and Grant program officers in developing, implementing and providing ongoing financial oversight to grants management operations, ensuring the appropriate use and accurate reporting of all financial transactions on grants and contracts.

KEY RESPONSIBILITIES

Primary Responsibilities

- Review budgets and reimbursement requests for appropriateness, and ensure sub-recipients are in compliance with established administrative and financial policies, procedures, and sound business practices. Review all grant receipts and disbursements, ascertain correct account distribution and ensure all supporting documentation is accurate, in order and budget allowable. Ensure compliance with any and all financial reporting requirements for funded grants.
- Setup budgets in accounting software and monitor budget activity for grants. Resolve accounting and reporting issues as necessary; prepare monthly budget-versus-actual status reports for use by Program Directors and Director of Finance to avoid overspending and ensure the full and effective use grant funds.
- Manage all accounts payable and properly code to grants or programs. Ensure funds availability and grant compliance.
- Submit Federal grant financial report to Grantee, prepare and submit Grantee Invoices and submit reimbursement request.
- Contact for sub-recipients and funders to facilitate their understanding of specific grant requirements, to ensure compliance on contract conditions and assurances; ensure reporting requirements are met. Review, Monitor and Evaluate monthly sub-recipient financial reports reviewed by the grant specialist and identify issues, concerns and problems and communicate accordingly.
- Conduct on-site and desk based financial monitoring to verify that grantees are in compliance with the grant terms and conditions in conjunction with grant specialist and finance officer.
- Reconcile all bank and credit card accounts. • Cash and cash receipts o Post daily cash receipt
- Conduct Grant Financial Training to sub-recipient in collaboration with Grant Financial Specialists and Finance officer.
- Approves All accounting codes for capture of transactions and cost allocation
- Participates in the month-end closing including: reconciliation of bank statements, accounts payable reconciliations, development of journal entries and cost allocations.
- Review budgets and reimbursement requests for appropriateness, and ensure sub-recipients are in compliance with established administrative and financial policies, procedures, and sound business practices. Review all grant receipts and disbursements, ascertain correct account distribution and ensure all supporting documentation is accurate and in order budget allowable. Ensure compliance with any and all financial reporting requirements for funded grants.
- Assist in preparation of grant budgets.

- Ensure maintenance of effective internal controls to assure safeguarding of assets and reliability of financial statements
- Support proper preparation for annual financial audit in coordination with Director of Finance and outside auditors
- Maintain appropriate filing system for grant documentation in coordination with other staff
- Perform all other duties as assigned by the Director of Finance

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree or Certificate in Accounting, Finance or equivalent work experience in grants management.
- Course work in cost accounting, fund accounting and or governmental accounting
- Knowledge of accounting procedures, financial management and analysis.
- Working knowledge of cost principles and allowable costs as promulgated 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 to 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 ethics.
- 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 Abila MIP fund accounting, Microsoft Outlook, Excel, Access, Word and accounting software packages.

BENEFITS. ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

TO APPLY. Submit by e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to hr@ecdcus.org
No telephone inquiries, please.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER