



Job Type: Grant Accounting Manager

Location: Remote or home office

Posting Open Date: April 30, 2024

Posting Close Date: June 1, 2024 (or until filled by an exceptional candidate)

**Background:**

At RGS & AWS, we believe forests are essential, not just for wildlife, but for all life. For more than 60 years, our organization has been invested in the tenets of sound science and the belief that sustainable forest management is integral to wildlife conservation. We envision landscapes of diverse, healthy forests that provide homes for wildlife and opportunities for people to experience them. These same forests clean the air, filter water and support local communities.

Grants play an important role in our mission delivery. We are seeking an outstanding individual to ensure operational and financial excellence in our grants program.

**Qualifications:**

- Minimum of four years of professional experience related to grant compliance with a focus on post-award management and accounting required
- Advanced degree required
- Experience with Uniform Guidance Single Audits
- Proficiency with automated systems including MS Office (Word, Excel and PowerPoint)
- Strong interpersonal, written and verbal communication skills
- Ability to work independently, with initiative, and handle multiple priorities and tasks
- Ability to work in sensitive situations and maintain confidentiality

**Position Summary:**

The Grant Accounting Manager is responsible for the grants management and preparation of all post-award financial reporting and accounting related to grants. This position will work in collaboration with various departments to ensure compliance with Uniform Guidance grant requirements, and accurate accounting.

**Responsibilities include:**

- Oversee the financial management of grants from award setup to closeout.
- Review notice of awards and grant and agency documentation to ensure a clear understanding of the regulations and guidelines associated with grant funds.
- Meet regularly with colleagues to review grant expenditures for compliance with grant guidelines and grant budget, and process journal entries as appropriate.
- Collaborate with coworkers to proactively improve processes related to post-award administration of grants.
- Reconcile grant expenditures and update projections monthly.
- Research and resolve accounting issues or discrepancies related to grants.



- Collaborate with coworkers to forecast the timing of grant expenditures and revenue recognition.
- Maintain schedule of grants reporting deadlines for monthly, quarterly, and annual financial reports, including preparing, submitting and ensuring accuracy of all applicable reports as required by the funders.
- Contribute to process improvements on revising and updating internal management reports to be more useful and efficient.
- Coordinate with the external auditors to support the single audit.
- Pursue continuing professional education related to Uniform Guidance updates and, when needed, initiate updates to processes and policies appropriately.
- Invoice grantors on a timely schedule to ensure effective cash management.
- Restricted fund accounting with respect to gifts and philanthropic grants
- Other duties as assigned

Compensation: Competitive compensation; health insurance including medical, dental, and vision; retirement options including employer contribution; a purchasing card for business and travel expenses; personal computer and printer; a cell phone; office supplies and support as needed to excel in the role.

The salary scale for this role accounts for a range of considerations such as skill set, experience, training, and certifications as well as business and organizational needs. A reasonable estimate of the starting salary range is \$60,000 to \$75,000 commensurate with experience. With time on the job and optimal performance, salary could extend toward \$80,000.

Application Instructions: Please email a cover letter and resume combined in a single.pdf file by June 1, 2024 to [kims@ruffedgrousesociety.org](mailto:kims@ruffedgrousesociety.org) using "Grant Accounting Manager" as the email subject line. Submission of three references as part of the application submission is required.

RGS & AWS is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.