



WELLESLEY CENTERS FOR WOMEN  
Shaping a better world through research and action

**Wellesley Centers for Women  
Position Available: Grants Accountant (2N)**

The Wellesley Centers for Women (WCW) seeks a Grants Accountant to join their Finance Office team. Responsibilities include: monitoring financial activity and handling the post award process on assigned sponsored research grants and contracts; reviewing, approving and processing electronic payroll associated with grant and contract portfolio; supporting researchers in the fiscal management of their projects through financial analyses, forecasting and problem solving and assisting the Grants Accounting Manager in handling aspects of the WCW post award accounting operations.

Schedule: Full time, full year

Requirements: Some college preferred and 2+ years experience in the accounting field. Experience with various forms of financial analyses. Knowledge of accounting practice, procedures and computer systems such as Excel or comparable software. Strong oral and written interpersonal skills.

**To Apply:**

Applications will be reviewed starting immediately until the position is filled. If interested, send cover letter and resume to: Human Resources Office, Wellesley College, 106 Central Street, Wellesley, MA 02481; or to apply online, please use the following link:  
<http://careers.wellesley.edu/wellesley/jobboard>.

Wellesley College is an Equal Opportunity/Affirmative Action institution and employer. Successful candidates must be able to work effectively in a culturally diverse environment. Applications from women, minorities, veterans and candidates with disabilities are encouraged.