**JOB POSTING**

Youth Guidance is a school-based non-profit social service agency that creates and implements school-based programs that enable at-risk children to overcome obstacles, focus on their education and, ultimately, to succeed in school and in life.

**Position Title**: Grant Accountant

**Position Overview:** Responsible for accounts receivable (billing), financial reporting support, account analysis, funder budgets and reporting (government and private), monthly revenue recognition for grants, point person for funder audits, monthly communication/analysis with program staff on the status and reporting of government grants, and assist with the preparation for the year-end audit.

**Responsibilities:**

* Prepares budget proposals, modification and renewal budgets.
* Conducts monthly budget review in order to effectively manage the financial activities of each grant to assure that all activities fall within funder and agency guidelines.
* Prepares budget analysis and projections for cost-based grants and coordinates with program in meeting objectives for performance-based grants.
* Prepares accurate and timely financial reports and statements related to various government grants.
* Responsible for the preparation of financial reports for submission to funding sources.
* Maintains complete and accurate grant files.
* Analyzes and reconciles various grants and accounts; assists with accurate monthly cash flows projections.
* Establishes audit schedule and coordinates funder audit. Prepare plan for corrective action, as needed.
* Reconciles receivables and income earned from public and private sources.
* Trains program staff on proper coding of expenditures and ensures proper coding of expenses.
* Reconciles and closes grants on a timely basis.
* Attends trainings in order to be informed of any changes in funders' requirements.
* Performs additional duties and projects as assigned by management.

**Qualifications:**

* Bachelor’s Degree in Accounting or Finance required.
* Minimum three (3) years progressively responsible experience as an Accountant with strong knowledge of Generally Accepted Accounting Principles (GAAP) required; must have experience handling and reconciling grants.
* Experience with Financial Edge preferred.
* Advanced skill level with Microsoft Excel and basic skill level in Word highly preferred.
* Excellent critical thinking and analytical capabilities with attention to detail and accuracy; ability to work well under pressure and meet deadlines.
* Ability to work well independently with minimal supervision.
* Must meet performance standards including attendance and punctuality.
* Strong oral and written communication skills are required.

**Reporting Relationships**: Supervised by the Chief Financial Officer

**Classification Status**: Full-time, salaried position

Submit cover letter and resume:

Youth Guidance

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Chicago, IL 60602

Email: Recruiting@youth-guidance.org

Fax: 312.253.4917

No Phone Calls Please

Equal Opportunity Employer / Drug-Free Workplace