



NEW JERSEY CITIZEN ACTION

PLEASE POST – JOB OPPORTUNITY

Summary: *Accountant – Grants Manager*

Open: Immediately

New Jersey Citizen Action (NJCA) is a statewide advocacy and direct service organization that fights for social, racial and economic justice and promotes the financial security of low-and moderate-income families through the provision of free direct services. Our direct services include health care ACA enrollment, housing counseling, financial education and coaching, and tax preparation. Our advocacy covers a broad range of issues affecting low- and moderate-income families, including quality and affordable health care for all, economic justice, workers' rights, affordable utilities, consumer financial protection, and tax/budget fairness

NJCA is looking to hire a Grants Manager, reporting to the CFO, who will provide fiscal support on state, federal and private grants. Works with and supports the Executive Director, Program Managers and staff 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.

Responsibilities:

- Maintain master file of grants and all attachments including deliverables and budget
- Manage grant agreements and ensures the terms and conditions of agreements are met and properly documented and communicated
- Establish job numbers for each grant
- Analyze spending against grant budget on an on-going basis; prepares budget variance reports, quarterly expenditure reports and meets with Program Managers and CFO to review reports
- Maintain a master calendar of grants to ensure timely reporting and reapplication
- Work with CFO to create organizational budget
- Track restricted revenue
- Work with CFO on yearly organization audit

Requirements:

- Bachelor's degree in accounting, knowledge of generally accepted accounting principals
- At least four years' experience in grant management procedures
- Excel at details, manage and organize multiple projects, work independently and set priorities
- Follow through with all projects and assignments, follow time lines and meet scheduled deadlines
- Strong budgeting and analytical skills and be experienced in utilizing spreadsheet data base programs (preferably Excel) and word processing systems
- Excellent communication and interpersonal skills
- Well-organized and detail oriented.

Location: Highland Park, NJ office. Hybrid position with some remote work.

Compensation: The salary range for this position is from \$60,000 - \$70,000, depending on experience. Excellent benefits include medical, dental, and vision insurance, pension profit sharing plan and other benefits.

To Apply: Send your resume and a cover letter highlighting your qualifications to:

Theresa Dempewolf, Chief Financial and Administrative Officer
New Jersey Citizen Action
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