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MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD
POSITION VACANCY NOTICE
(OPEN TO IN HOUSE AND OUT OF HOUSE CANDIDATES)

POSITION TITLE: **GRANTS ACCOUNTANT**

REPORTS TO: **MASSHIRE MVWB CHIEF FINANCIAL OFFICER**

JOB GRADE: **3 (35 hours per week)**

HIRING RANGE: **Salary commensurate with experience**

POSITION SUMMARY:
Performs a variety of fiscal related duties with the aptitude and decision-making skill required in a Fiscal Department that annually tracks several million dollars with the utmost accuracy and in accordance with (IAW) proven fiscal and operational procedures. Responsible for all accounting functions and maintenance of financial documents. Coordinate, calculate, process, reconcile, and track financial data for ongoing reporting. Support, communicate, collaborate, and facilitate associated fiscal activities with our funders, partners, subrecipients and contractors.

DUTIES & RESPONSIBILITIES:

- Review staff time sheets and attendance records. Calculate payroll for all staff and contractors as directed; document time earned and used; batch and process documents for approval and payment on a weekly, bi-weekly, or monthly basis IAW proven fiscal procedures.
- Review client time sheets and calculate client payroll; batch and process them for approval and payment on a weekly, bi-weekly or monthly basis.
- Generate employee benefits, taxes, and agency contributions, batch and process for approval and payment on a weekly, bi-weekly or monthly basis as directed.
- On a monthly basis, calculate, report, and update staff time budgets and allocations.
- On a weekly basis, calculate, report, and update youth enrollments, wages, and worksites.
- Batch and process all overhead and customer-related expenses for approval and payment on a weekly, bi-weekly or monthly basis as directed.
- Execute purchase order, accounts payable, accounts receivable, payroll, and journal entries, record accruals into the Fiscal System. Post all accounts to the general ledger.
- Generate Departmental or other checks and accompanying check registers as required.
- Prepare all grant paperwork necessary for check and wire transfer deposits as directed.
- Prepare the Cash Report on a weekly basis. Reconcile the general ledger cash account with the Cash Book.
- Record all cash balances by grant and ensure there are sufficient resources to meet planned expenditures. Calculate cash balance, project accounts receivable, accounts payable, and generate Request for Funds as needed.
- Document accruals and journal vouchers for entry into the fiscal system
- Process and maintain all service and purchase order requests.
- Enter chart of accounts, grant awards, and line-item budgets in accounting system
- Create overhead expense account allocations on a monthly basis.
- Process all cost pool allocations on a monthly basis.
- Reconcile all grant trial balance accounts monthly or as directed.
- Report all revenues and expenditures of grant funds to appropriate City officials on a weekly basis.
- Verify and report on bi-weekly, quarterly, and annual wages, taxes, & benefits with City officials
- Reconcile the Operating Bank Account, Cash Book and Payroll Bank Account with the Treasurer and other parties on a monthly basis or as required.

- Issue and maintain all stop payments with the Operating and Payroll Bank Accounts Records and generate all replacement checks.
- Assist with the Personnel functions of the agency as it relates to payroll and benefits. Ensure appropriate and authorized documentation is generated and maintained.
- Maintain confidential employee personnel, medical, and emergency contact records.
- Calculate and implement all payroll changes and updates.
- Facilitate Bank Account Requests for Youth employment.
- Track and analyze employee time earned and used.
- Verify wages of employees for interested parties (ie: banks, retirement, IRS, DOR, etc.)
- Execute staff and client 940 & 941 Reports on a quarterly basis, and W-2's and 1099's on an annual basis. Generate tax reports to process and pay all payroll taxes.
- Support program budgets and grant performance on an ongoing basis.
- Lead the technical support with the accounting software provider for resolution and improvements.
- Initiate, generate, and maintain an online library of all fiscal related work products.
- Assist with the development and implementation of Fiscal-related policies.
- Assist Funding Source Monitors and external Auditors with all Fiscal matters.
- Assist the Fiscal Staff with the review, process, and execution of all Procurement, Contracts, and Customer Related Services as directed.
- Analyze Subrecipient, Contractor, and Partner Expense Reports for quality and to ensure plan and schedule compliance.
- Conduct contracted sub-recipient on-site fiscal monitoring to ensure accuracy and compliance.
- Assist with the review, generation, facilitation, and maintenance, of all contractual and customer related documents to our Partners, Subrecipients, and Contractors
- Assist with the maintenance of the agency property log and property and equipment inventorying on an annual basis.
- Able to learn and understand the applicable laws, regulations, and fiscal performance reporting requirements of all received grants and contracts.
- Maintain necessary technical knowledge and certifications through training, workshops, and by reading professional publications as needed or as directed.
- Be responsive to directors' requests and perform the functions of other Fiscal Staff as needed or assigned.

QUALIFICATIONS:

A degree in accounting or a related field plus at least three years of accounting experience is required. Accounting experience in a non-profit or government setting working with state and federal funded grants is strongly preferred. Experience in utilizing automated accounting computer systems and software is required. Knowledge of the Workforce Development System strongly preferred. Must be able to work efficiently with minimal supervision and cooperatively as part of a team. Must be able to work independently, multi-task, and meet deadlines. Must have strong communication skills and be able to maintain confidential data and information in strict confidence. Must be able to work weeknights and Saturday hours when infrequently called upon to do so.

POSTING DATE: **January 24, 2023**

APPLICATION DEADLINE: **Until filled**

PLEASE SUBMIT COVER LETTER & RESUME VIA EMAIL TO:

Lynda Buote, Office Manager
MassHire Merrimack Valley Workforce Board
jobs@masshiremvwb.org

EQUAL EMPLOYMENT OPPORTUNITY