



**Position Title:** Grants Accountant

**Reports To:** Chief Financial Operations Officer

**Status:** Full-Time/Non-Exempt

**Location:** Boys & Girls Club of New Rochelle, New York

#### **Boys & Girls Club of New Rochelle Mission**

**To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.**

#### **Boys & Girls of New Rochelle Organization**

Founded in 1929, the Boys & Girls Club of New Rochelle (BGCNR) has been a place of hope and opportunity serving thousands of youths and has been an integral part of the New Rochelle community, offering youth safe and achievement-driven programming, focused on the whole child, encompassing academics, mental wellness, fitness, leadership, and civics.

Today, we serve over 10,000 youth each year, at two clubhouses and 12 school-sites. We offer after-school, before-school, elective, and summer programming designed to maximize positive impact and drive successful outcomes.

It is an exciting time to be at the BGCNR as we continue to expand school-sites in New Rochelle, Larchmont, Mamaroneck, introduce and expand innovative programs and activities, grow high need areas (health and mental wellness, STEAM/STEM, workforce development.

#### **General Position**

The Grant Accountant supports and manages the claiming, budgeting, and review of a diverse portfolio of grants funded by Westchester County and the State of New York. The accountant is responsible for all the accounting, audit follow-up, and revenue reconciliations of the grants and other miscellaneous revenues received by the Boys and Girls Club.

#### **Key Position Responsibilities**

- Understand all financial-related grant or contract compliance requirements.
- Meet reporting deadlines, both internal and external, and support program staff as necessary to maintain compliance.
- Review monthly financial statements, P&L, and GL Detail, and prepare JVs for necessary corrections.
- Prepare and/or review budgets for proposals for assigned and new programs.
- Prepare timely financial reports and invoices required by funding agencies (federal, state, or private funding sources) for assigned programs.
- Complete monthly billing for each award, including voucher billing.



- Set up new grants in Fund-Ez, following Agency standards.
- Prepare reconciliations and supporting schedules for all external audits, and monitoring visits.
- Gather and provide support related to audit requests.
- Complete the grant closeout process for any grant ending under your responsibility.
- Work and support the budgeting for new grants as required.
- Support the annual budget preparation process as required.
- Provide input to and assist in the maintenance of finance office accounting policies and procedures.
- Take initiative to improve efficiency in finance office operations, procedures, and contract/grants management. Act as backup, as necessary, for other finance office staff.

#### **Required Knowledge, Skills and Abilities**

- Bachelor's degree in accounting or a closely related field required.
- 5+ years of experience with grants management and claiming in a complex non-profit organization.
- Proficiency in Fund Ez or other non-profit accounting software required.
- Advanced Excel/Google Sheets skills and strong attention to detail.
- Exceptional organizational and time management skills.
- Strong interpersonal communication skills, especially when engaging with external funders.
- Ability to work collaboratively with a large number of non-financial program professionals.

#### **Preferred Skills:**

- Understanding of non-profit cost allocations and accounting principles
- Work with managing and coordinating with auditors
- Familiarity with donor databases or basic accounting principles is an advantage.

**The Boys & Girls Club of New Rochelle is an EOE/employer, offering excellent benefits and a competitive salary commensurate with experience.**

**Salary: \$62,000 to \$65,000**

**We offer a comprehensive benefits package including generous time off, employer supported health insurance and 403 (b) contributions.**

**A resume and cover letter should be sent to Rinku Bhattacharya, Email [rbhattacharya@bgcnr.org](mailto:rbhattacharya@bgcnr.org) [www.bgcnr.org](http://www.bgcnr.org)**