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| Job Title:  | <b>Grants Accountant</b> | Reports To:      | Accounting Manager |
| Location:   | Chicago                  | Travel Required: |                    |
| Level/Salary Range:   |                          | Position Type:   | Full Time          |
| HR Contact:   |                          | Date Posted:     | January 3, 2018    |
| External Posting URL:   |                          |                  |                    |
| <b>Applications Accepted By:</b><br>Email: <a href="mailto:careers@alliancechicago.org">careers@alliancechicago.org</a> or Fax: 312.274.0069<br>Subject Line: Grants Accountant |                          |                  |                    |

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| <b>Job Description:</b>  |
| <p><b>Position Overview:</b> The AllianceChicago is a non-profit organization dedicated to supporting community health services nationwide by better serving at-risk and disadvantaged patient populations with improved health care, better information, care coordination, collaboration, and improved efficiency through HIT adoption, shared infrastructure costs and expertise. AllianceChicago is managed internally by a Chief Executive Officer and a Leadership Team of other professionals.</p> <p>The Grants Accountant position will work closely with the organization's Finance, Program Services and Research teams to ensure accurate financial reporting and procedural compliance on all grants, contracts and professional services agreements. S/he will establish monthly procedures to ensure organizational effectiveness and compliance with all client reporting requirements, and perform routine accounting functions related to invoicing, cash receipts and revenue/expense recognition. Because the Grants Accountant is a vital connector for finance, programmatic and research staff, s/he must possess the ability to see and understand all points of view. This position requires an individual with strong financial analysis, organizational, collaboration and problem-solving skills.</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Maintain accuracy of monthly accounting of contracts, grants and professional services agreements, including general ledger maintenance and preparation of financial reports.</li> <li>• Prepare monthly revenue, expense, receivables and payables workpapers, and any related adjusting entries for assigned cost centers. Enter and verify monthly general ledger entries, including payroll allocations and vendor invoices.</li> <li>• Assist Accounting Manager with month-end close process as it pertains to revenue recognition associated with contracts, grants and professional services agreements.</li> <li>• Oversee the preparation of monthly variance reports and maintain consistent interaction with Finance, Informatics and Research staff to monitor the financial progress of contracts, grants and professional services agreements.</li> <li>• Prepare and maintain supporting documentation, and submit financial reports and billing statements to funders in a timely manner.</li> <li>• Follow up with funding sources as necessary regarding the status of payment.</li> <li>• Communicate with funders and internal program managers to resolve issues in a timely and professional manner.</li> <li>• Monitor sub-recipient budget performance in coordination with Finance and Research staff.</li> <li>• Assist Informatics, Research and Finance department staff with budgets and budget revisions for all grants, contracts and professional services agreements.</li> <li>• Coordinate the contract, grant and professional services deliverable reporting requirements with program managers.</li> <li>• Assist Accounting Manager with preparation of financial analysis and reports as determined by Finance.</li> <li>• Assist Finance in preparing for annual audits.</li> <li>• Assist Finance in maintaining AC's accounting policies and procedures relevant to contracts, grants and professional services agreements.</li> </ul> |

- Assist Finance with the preparation of annual budgets and mid-year reforecasts for all grants, contracts and professional services agreements, and monitor budget performance throughout the fiscal year.
- Maintain strict confidentiality. Comply with all contractual and regulatory requirements.
- Provide suggestions to maximize revenue opportunities and/or minimize expenses for assigned cost centers and the organization as a whole.
- Assist in the development of indirect rate models and proposals.
- Perform other tasks as assigned by Accounting Manager, Chief Financial Officer and Executive Leadership Team.

**Other Requirements:**

- Must be extremely detailed oriented, organized, and have excellent communication and analytical skills, and be able to perform well under pressure in a fast-paced work environment.
- Independent worker and analytical thinker with ability to conduct research, data analysis and resolve complex problems.
- Proficient in the use of Microsoft Excel and Word required.

**Education/Training/Experience:**

- Bachelor's Degree in Accounting or Finance required. CPA a plus.
- Prior Sage/MIP software or similar financial software experience preferred.
- Minimum 1-3 years grant management experience working in non-profit environment. Welcome more experienced candidates looking for 24 to 32 hour work week.
- Familiarity with Federal Indirect and Fringe rate calculations a plus.

**Working Conditions:**

- General office setting, extensive telephone and desk work at computer terminal.
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment.
- May interface with clients in various settings.

**ORGANIZATIONAL OVERVIEW:**

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

**ADA Statement:** The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

**EEO Statement:** AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.