

Job Title:	Grants Accountant	Reports To:	Grants Accounting Manager
Location:	Chicago (Hybrid Position)	Travel Required:	
Level/Salary Range:	DOE	Level/Salary Range:	Exempt
HR Contact:	Claudria Hurt	Posting Date:	8/22/2022
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Grants Accountant			

Job Description:
<p>Position Overview:</p> <p>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 funder reporting requirements and perform routine accounting functions related to invoicing, revenue/expense recognition and calculations for program expense projections. 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>Essential Duties:</p> <ul style="list-style-type: none"> • Maintain accuracy of monthly accounting of contracts, grants, and professional services agreements, including general ledger maintenance and preparation of financial reports • Prepare monthly revenue, expense, and receivables audit work papers, and any related adjusting entries for assigned cost centers. Enter and verify monthly general ledger entries, including payroll allocations • Ensure calculated levels of effort and salary allocations adhere to federal and non-federal requirements • Assist Grants Accounting Manager with the month-end close process as it pertains to revenue recognition associated with contracts, grants, and professional services agreements • 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 • Prepare and submit invoices and routine financial reports to funders in a timely manner; maintain all supporting documentation • Follow up with funding sources as necessary regarding the status of payment • Communicate with funders and internal program managers to resolve issues in a timely and professional manner • Monitor sub-recipient budget performance in coordination with Finance and Research staff • Assist Informatics, Research, and Finance department staff with budgets and budget revisions for all grants, contracts, and professional services agreements • Coordinate the contract, grant, and professional services deliverable reporting requirements with program managers

- Assist Grants Accounting Manager with the preparation of routine and ad hoc financial analysis and reports as determined by Finance
- Assist Finance in preparing for annual audits
- 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
- Perform other tasks as assigned by Grants Accounting Manager, Director of Finance, Chief Financial Officer, and Executive Leadership Team

Other Requirements:

- Must be extremely detailed oriented, organized, have excellent communication and analytical skills, and be able to perform well under pressure in a fast-paced work environment
- Must be able to maintain high level of accuracy, secure confidential information and manage multiple priorities simultaneously
- Independent worker and analytical thinker with the ability to conduct research, data analysis, and resolve complex problems
- Ability to interpret grant and contract language
- Proficient in the use of Microsoft Excel and Word required

Education:

- Bachelor's Degree in Accounting or Finance required. CPA, MPA, CGMA or CRA is a plus
- Prior Sage/MIP software or similar financial software experience preferred
- Minimum 3-5 years of grant management experience working in a non-profit environment.
- Familiarity with Federal Indirect Cost Agreements and Fringe Benefit rate calculations is a plus.

Working Conditions:

- General office setting, extensive telephone and desk work at a 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
- Will interface with clients and funders 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.