



Sunnyside Community Services, Inc.

Role Description

Grants Accountant - Full Time

Salary Range \$62,500 - \$70,000 (Salary commensurate with experience)

Classification: Exempt

Reports to: Director of Budgets and Contracts

When applicable for the job, "SCS currently has a hybrid work model with three days in office and two days remote."

Description: The Government Grants Accountant provides contract management, grant proposal support, compliance reporting, related auditor interface and the preparation of annual budgets and forecasts for assigned program areas. This position works closely with program staff to facilitate their understanding of financial implications of programmatic decisions and assists in the smooth operation of the contracts.

Essential Duties and Responsibilities:

- Prepare monthly, quarterly, and annual cost reports for various governmental contracts.
- Prepare monthly, quarterly, and annual claims for various Federal, State and City grants.
- Ability to effectively manage a contract portfolio of \$5M to \$8M.
- Responsible for reviewing cost allocation of Personnel Services and OTPS expenses.
- Develop and present complex analysis, prepare budget proposals, budget modifications, forecast and financial analysis related to assigned contracts.
- Ability to assist the Director of Budgets and Contracts on matters related to audit reviews and year end audits.
- Analyze each assigned grant on a monthly basis to ensure accuracy of financial data.
- Review monthly budget variances and present information to program management staff.
- Review general ledger to reconcile accounts receivables, about outstanding claims and payments received. Collect funds from grantors as required.
- Prepares salary allocations and health journal entries for multiple grants.
- Must be able to work independently, in groups and willing to be assigned to help team members in order to achieve department goals.
- Ability to cross-train to assist other finance staff.
- Prepare monthly adjusting journal entries.
- Other duties as assigned.

SCS offers an Excellent Benefits Package:

Comprehensive medical, dental and vision insurance
403B pension plan with employer contribution
Flexible spending account and transit benefits
Employee Assistance Program
20 days of paid vacation and 12 paid sick days per year
12 paid Holidays

Five personal/floating days
Life Insurance
Long-term disability

Qualifications:

- BA or BS in Accounting or related field and at least 3 years of proven experience, including submissions of vouchers and claims to federal, state, and local government agencies.
- Excellent oral, written, and interpersonal communication skills.
- Must have demonstrated ability to handle multiple tasks and independent assignments.
- Experienced with accounting software (Fund EZ).
- Experience working with DYCD, DFTA, DOE, OCFS.
- Strong knowledge of Excel.
- Ability to work under pressure and meet deadlines.

How to apply: Email a cover letter and resume to fiscalapplications@scsny.org Please put "Grants Accountant" in the subject line.

All positions at **Sunnyside Community Services** are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect well-being.

SCS offers a full range of benefits. Location is convenient to public transportation (a 10-minute subway ride from Grand Central.)

Equal Opportunity/Affirmative Action Employer

For more information about **Sunnyside Community Services**, please visit their website at www.scsny.org