

POSITION DATA

JOB TITLE: Grant Accountant

DEPARTMENT: Finance

REPORTS TO: Vice President-Controller

CLASSIFICATION: Nonexempt

DATE: October 2022

Salary: \$65k - \$70k

Position Overview:

The Grant Accountant will provide support to the Finance department. The incumbent will be involved in various accounting and financial aspects of the company. In addition to tracking grant-related revenue and expenses, the Grant Accountant will also ensure compliance with all Federal, State, and local government grants as well as private foundation grants.

Role and Responsibilities:

- Set up project codes in general ledger and other systems to track grant revenue and expenses.
- Work with Institutional Advancement to identify grants and understand reporting and invoicing requirements of various funders
- Ensure that other departments are aware of project codes to be used and ensure that all expenses associated with various grants are coded correctly upon submission for payment.
- Prepare periodic reports to funders and provide necessary documentation to request reimbursement.
- Prepare journal entries to record grant revenue, grant-related personnel costs on a monthly basis, and to allocate indirect costs to various grants/projects.
- Maintain access to various governmental portals containing grant information and reporting requirements.
- Track expenses/revenue to grant budget to ensure maximization of awarded funds.
- Work with Finance to identify grants with donor restrictions and ensure proper accounting/tracking/release of grant funds from restriction.
- Provide periodic updates on grant status to Finance and Institutional Advancement management.
- Develop a system for tracking all grants and ensuring compliance with all grant requirements.

- Prepare grant-related schedules and provide required information to external auditors related to the annual Single Audit.
- Work with Institutional Advancement and other departments to develop grant budgets prior to application/submission.
- Prepare budget to actual reports on a monthly basis to track grant status.
- Share grant summaries with other members of the Finance Department to ensure understanding of grant requirements and ensure proper coding of revenue/expenses.

Qualifications/skills Requirements:

- Bachelor's Degree in Accounting or equivalent required.
- 2+ years of related experience; with a basic understanding of certain tasks to serve as a back-up to the team
- 5+ years of related experience in lieu of a degree is acceptable.
- Experience with Federal, other governmental and private foundation grants required.
- Advanced Excel skills including pivot tables and v-lookups
- Ability to work independently
- Strong analytical, organizational, verbal and communications skills
- Proficiency in Microsoft Office Applications

How to Apply:

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to 911mmfinancejobs@911memorial.org

Volunteer Requirements:

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually

low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

The National September 11 Memorial and Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The National September 11 Memorial & Museum (9/11 Memorial & Museum) is committed to an organizational culture that supports and reinforces our values regarding diversity, equity, inclusion, and accessibility (DEIA). We seek to build a collaborative, open, and equitable space where staff want to be, knowing that their contributions, professional expertise, and distinct voices are valued and respected. We encourage and celebrate an inclusive environment where candor and participation, when it comes to sharing ideas and collaborative problem-solving, are welcomed regardless of one's role at the Museum or background.

Reasonable accommodations may be made to qualified candidates, during the interview process, to enable individuals with disabilities an opportunity to interview.

Effective April 30, 2022, the National September 11 Memorial and Museum (9/11 Memorial & Museum) requires all eligible employees be fully vaccinated and boosted against COVID-19 as a condition of employment and provide proof of such vaccination prior to their joining the institution.