



IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name:	Ironbound Community Corporation –Fiscal Department		
Job Location:	317 Elm Street. Newark, NJ 07015		
Job Title:	Grant Accountant		
Reports to:	Hazel Applewhite	Title:	Interim Executive Director

Hours: 35 p/wk	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments:
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JOB DUTIES

The Ironbound Community Corporation (ICC) is a 51-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives

- Perform grant-related pre and post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting and grant closeout functions required.
- Prepare accurate and timely financial reports to donors as required.
- Prepare accurate and timely financial reports on grants for internal management purposes.
- Key personnel to Directors and Managers on funder billings
- Work with the Controller on cash flow forecasts for programs.
- Review invoices and provide account codes, when appropriate, for proper accounting.
- Produce budget and expense analysis report.
- Conduct budget meetings monthly/quarterly with programs.
- Prepare and distribute periodic invoices for project reimbursement.
- Review monthly financial results and communicate with appropriate program staff the financial position of the program.
- Coordinate with the accounting staff to process journal entries to various projects if needed.
- Prepare monthly close entries not limited to accounts receivable entries, adjusting entries, monthly close entries and reconciliation entries.
- Ensure compliance of grants and contributions with GAAP and funders requirement.
- Perform internal audits for grants

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<ul style="list-style-type: none"> • Knowledge of governmental accounting principles and procedures along with the ability to apply such knowledge to accounting transactions. • Understanding and experience with the OMB Circulars and other federal and state regulations. • Assist in the continuing effort to make the accounting function more efficient by identifying areas for improvement and work with the Controller to implement accounting “best practices”. 			
JOB SPECIFICATIONS OR QUALIFICATIONS			
<ul style="list-style-type: none"> • Accounting degree or related field. • MUST have 3 to 5 years non for profit accounting and grant accounting experience. • Must have Abila/Sage MIP or similar accounting experience • Mico soft- word, excel and power point experience. • Financial presentation skills • Financial analytical skills • Ability to work in a fast paced environment. • Knowledge of A-133 audit. 			
<p>Equal Opportunity Employer Statement: Ironbound Community Corporation is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, age, handicap, religion, national origin any other basis prohibited by applicable law.</p>			
<p>If interested, please send a resume and cover letter to accountant@ironboundcc.org with the subject line “Grant Accountant”</p>			