
Job description

Share provides a wide spectrum of services ranging from street outreach, hunger response, and emergency shelter to housing and asset building. We offer individuals services, resources, and the tools they need to end their homelessness, secure housing, and maintain that housing. Each year, we assist more than 8,000 people experiencing poverty, hunger and/or homelessness.

We seek bright, driven people who are passionate about social justice and who want challenging career opportunities that deliver personal and professional fulfillment. Our dedicated and energetic employees provide essential services to a vulnerable population. We take pride in making a difference in the lives of so many every day.

Share recognizes that our employees are the foundation for our organization as well as our heart and soul. Share has a generous and robust benefit package including 4 weeks of PTO, paid sick leave, a wellness program, a matched Simple IRA and health, dental and life insurance. We encourage a culture of supportive compassion for our participants, co-workers, and volunteers.

- Share's Mission Statement: Share believes every person counts. Together we pursue a stronger community by building relationships, advocating for equitable access to housing and food stability while empowering every individual to grow and thrive.
- Share's commitment to diversity, equity, and inclusion: To promote a culture of diversity, equity, and inclusion for all staff, volunteers, and clients at Share by identifying strengths, issues, and opportunities within the agency. Using an inter-sectional approach with a focus on racial inequalities, collaborative education will be used to support necessary growth and change.
- COVID-19 protocol: Share follows the guidance of the governor and makes the safety of its employees the top priority by providing PPE and supporting physical distancing practices. Masks are expected to be worn by all staff and volunteers while operating a Share program.

Job Summary

- Assist Accounting Manager with preparation of grant and contract budgets in application or RFP process; validate and update budgets at grant and contract execution.
- Prepare budget to actuals on grants and contracts to support Accounting Manager in updating program directors and in preparing reports for funders.
- Work with Compliance and Equity Manager in updating grant and contract project administration.
- Create new rev source codes for all grants and contracts as they are awarded and de-activate rev source codes with contract completion.
- Assist in preparation of monthly, quarterly and yearly invoicing on contracts to funders.
- Prepare Accounts Receivable entries for claims and invoices submitted to funders.
- Provide support to Compliance and Equity Officer in implementing compliance requirements to align with funder requirements and assist in updating policies and procedures as needed.
- Provide support to Accounting Manager and balance sheet reconciliations during month-end close.
- Validate allowable and unallowable costs by grant and contract in Microix system; confirm allowability with Compliance and Equity Officer and Director of Finance.

- Provide support to Accounts Payable staff to ensure expenses align with budgets and funder requirements.
- Support program staff in ensuring compliance with funding and contract requirements.
- Maintain contract files and folders, from set up to close out.
- Assist during fiscal monitoring and annual audit.

Qualifications for Grant Accounting Administrator

- A Bachelor's degree in a related field
- Prior experience in grants accounting and compliance administration
- Familiar with Share and industry quality standards and processes. In-depth knowledge of best practices in the field of serving those experiencing homelessness and hunger
- Excellent communication skills, both written and oral
- Proficient in computer technology and systems
- Good understanding of Microsoft Office applications
- Strong leadership and management skills
- Highly organized, detail oriented self-starter with the ability to meet deadlines
- Excellent analytical and problem-solving abilities
- Able to positively influence others
- Great team player with strong interpersonal skills

Job Type: Full-time

Pay: \$24.00 - \$28.00 per hour