



# Grants Accountant

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

## POSITION DESCRIPTION

---

The position is responsible for the financial grants' administration and related accounting duties. The Grant Accountants' work focuses on grant-related pre and post award functions, including, but not limited to, contract reconciliation, submission of financial reports and invoices, financial monitoring and analysis, grant close-outs and grant records maintenance. This position is responsible for reconciliation, budget and expense analysis and support of Single Government Audit compliance.

The Grants Accountant will perform the following (including but not limited to):

- Manage a comprehensive portfolio of grants and grant budgets.
- Coordinate and assist Program Director/Managers and Controller with developing budgets or budget revisions for projects and grants.
- Prepare financial reports to obtain data needed to reconcile contracts and assists where needed in filling out budget forms or budget modification requests for grant proposals.
- Provide Development department required financial reports for report outs to donors/funders.
- Review and track all grant job costing for proper allocation.
- Prepare accurate financial reports to government agencies and ensure the timely submissions of all invoices and related compliance documents on a monthly, quarterly and annual basis.
- Communicate (in coordination with the controller) with Federal/State officers to respond to inquiries relating to incurred costs vs award budgets.
- Main point of contact and responsibilities with financial grant compliance
- Other duties as assigned

## SKILLS REQUIRED

---

- Bachelor's degree in Accounting or Finance
- Minimum of 5 years of grant accounting experience required.
- Advanced proficiency in MS Office – Word, Excel, Access, Outlook.
- Advanced proficiency in Accounting software; QuickBooks and/or equivalent.
- Prior experience in a Grants Accountant role with grant monitoring, administration, tracking/funding – preferred.
- Non-Profit and/or Cost Accounting experience – preferred.

## POSITION DETAILS

---

- Full Time, non-exempt position (Monday through Friday); may include some nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more
- Salary: \$37.00 - \$42.00 per hour

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (Found here: [www.sacramentofoodbank.org/jobs](http://www.sacramentofoodbank.org/jobs)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**