# Grants Accountant

The Mathematical Association of America is the world’s largest community of mathematicians, students, and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. The mission of the MAA is to advance the understanding of mathematics and its impact on our world. The MAA's core values are: Community, Inclusivity, Communication, and Teaching & Learning. We support the mission and core values through outreach, programs, meetings, competitions, and publications, as well as national committees and 29 regional sections. We envision a society that values the power and beauty of mathematics and fully realizes its potential to promote human flourishing.

**Position Objective:**

The Grants Accountant is a position within the Department of Finance. Under the direction of the Chief Financial Officer, the Grants Accountant is responsible for managing the operations of post-award grant administration and related accounting duties by providing accurate and transparent financial data for restricted funds and grant reporting to all Mathematical Association of America (MAA) stakeholders. The Grants Accountant manages sub-grants, contracts, MOUs and reconciles restricted fund payables and receivables. In addition, the Grants Accountant will prepare month end entries related to all grants and donor funds, perform general bookkeeping duties as needed, and assist with month and year end close processes. The accountant will accomplish this work by performing a wide range of financial and accounting duties and by working closely with the Director of Programs and Grants Management and the Development Manager.

**Key Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility with excellence:

* Manage the accounting functions related to programs receiving federal, state and private funding by:
* Participating in the entire federal award cycle, from initial grant application to closeout.
* Reviewing application materials and OMB standard forms, proposed federal award agreements, budget modifications, reporting, etc.
* Working closely with program staff to monitor all aspects of federal award compliance during the grant term.
* Assigning account codes and tracking charges for reasonableness and compliance.
* Ensuring appropriate approvals, documentation, submission of reports and deliverables, procurement procedures, and allowability of expenses charged to the award.
* Serving as the accounting lead for all federal award payment systems and user accounts.
* Submitting invoices to funders and ensure appropriate application of payment.
* Maintaining the auditable grant file, prepare SEFA, and support the annual Uniform Guidance A133 audit.
* Managing the calculation and negotiation of the organization’s Negotiated Indirect Cost Rate Agreement (NICRA).
* Prepare, review, or direct all accounting entries (transactions and journals) related to grant programs and restricted funds.
* Prepare all applicable fiscal reports for sponsored programs and ensure the timely submission thereof.
* Provide staff support and education, developing internal documentation and training materials to guide staff in fulfilling their responsibilities related to federal funding, special programs and grants/contracts.
* Directly consult with all stakeholders concerning the grant programs and other restricted accounts as they relate to financial administration of grants. This includes interpreting federal requirements and granting agency guidelines of such grants, and providing assistance on how to more efficiently and effectively manage their respective grants in following MAA policy, granting agency guidelines, and all applicable federal regulations related to special programs.
* Maintain documentation as required by funders or other stakeholders.
* Other duties as assigned aligned with the goals of the MAA.

**Minimum Qualifications and Requirements:**

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

* Bachelor degree in accounting, finance or related field required
* 7+ years of applicable grants accounting experience in a not-for-profit environment, as well as general accounting, compliance and financial reporting experience required
* Expert knowledge of 2 CFR 200; relevant certifications and/or implementation experience preferred
* Experience with Sage Intacct required, Bill.com or similar payable software highly desirable
* High level of proficiency in MS Office especially Excel required
* Strong organizational and project management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
* Ability to work effectively independently and as a highly resourceful team player
* Ability to create new processes and demonstrate sound judgment
* Ability to anticipate challenges and pro-actively resolve potential issues
* Ability to work in a fast paced environment while maintaining high work standards
* Ability to handle confidential information
* Ability to anticipate challenges and effectively resolve conflict by identifying opportunities
* Creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices
* Excellent written and oral communication skills
* Strong customer service orientation

**Work Environment:**

During the current period of mandatory telework required by the organization’s COVID-19 response, telework will be mandatory. When it is determined the MAA will be moving to the reopening phase, long term telework will be considered.

**Travel:**

Less than 10%. Occasional travel to association headquarters in Washington, DC may be required if working remotely.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Background Check Requirements**:

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check.

**To apply please send cover letter and resume to hr@maa.org**

**This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. MAA has the right to revise this job description at any time. MAA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and MAA**.

Equal Opportunity Employer