



## POSTING

**Company:** United Way of the Midlands  
**Job Title:** Grant Accountant  
**FLSA Status:** Full Time, Exempt, Grant Funded  
**Location:** Omaha, NE

United Way of the Midlands is a great place to work. You see it in our people and the relationships they have with each other, our volunteers, donors and our community. United Way of the Midlands has served the Omaha-Council Bluff community for over 95 years. Working on behalf of thousands of donors, UWM's focus is to serve those living in poverty – helping our most vulnerable neighbors stand strong and work toward independence.

The Grant Accountant performs the accounting and financial service functions for programs funded by grants or special revenue. These functions include preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities. Position may also be required to verify budget proposals for grant applications.

The position will also answer inquiries from external auditors and federal, state and local agencies concerning grant information and to effectively communicate complex financial issues to employees, administrators, auditors, the general public and granting agencies.

### **Duties and Responsibilities:**

- Plans, organizes, and coordinates the accounting and financial reporting for all grants, including: preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next.
- Researches issues, prepares invoices/ billings and collects funds for the support of restricted fund expenditures.
- Prepares or assists in the preparation of all applicable fiscal reports for sponsored programs and ensures the timely submission thereof.
- Coordinates with key personnel to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
- Develops positive working relationships to foster a collaborative environment for grant coordination and oversight.
- Develops a cost allocation plan and implements it.
- Develops and accounting policies and procedures in compliance with the Code of Federal Regulations including procurement policies, internal controls and allowable costs.
- Attends professional development training and stay abreast of the Office of Management and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, state laws, and any workshops or seminars on grants or special revenues.
- Compiles year-end reports, work papers and analysis necessary for the auditors to complete the yearly audit.

- Maintains grant fiscal records and database.
- Assigns account codes and monitors charges for reasonableness and compliance with policies and procedures.
- Performs other duties as assigned.

**Required Skills and Abilities:**

- Ability to prioritize and self-direct, analyze situations, identify situations where appropriate to make decisions
- Working knowledge of federal and state regulations related to area of responsibility.
- Knowledge of principles and practices of not for profit accounting.
- Skill in researching, analyzing and evaluating complex financial data.
- Ability to communicate complex information clearly and concisely both orally and in writing.
- Ability to analyze and interpret data for accuracy. Detail oriented.
- Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
- Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software.
- Excellent writing skills in the development of policies and procedures.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Education and/or Experience:**

- Bachelor's degree in Accounting, Finance, Business Administration or a related field.
- At least 2 years of general and grant accounting experience. This should include processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and/ or annual reporting.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Ability to communicate clearly in person and over the telephone
- Regularly reach with hands and arms and talk or hear
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl
- Must occasionally lift and/or move up to 10 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

**Benefits:**

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym
- Wellness Program

**How to Apply:**

Please submit your cover letter and resume to [resume@UWMidlands.org](mailto:resume@UWMidlands.org)

*United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*