Legal Services NYC seeks a Grant Accountant to assist with pre and post award grant accounting.

About Us

Legal Services NYC fights poverty and seeks justice for low income New Yorkers. For over 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the Country. We partner with scores of community-based organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity and economic, social, and racial justice for all New Yorkers.

Responsibilities & Qualifications:

The Grant Accountant II will be located at the LSNYC Central Office in Manhattan and reports directly to the Director of Grant Accounting. The successful candidate will be responsible for pre and post award grant accounting including, but not limited to, budget preparation and maintenance, submission of financial reports and vouchers, financial monitoring and analysis, support of A-133 Audit, ensuring financial compliance with funding source regulations, and maintenance of financial records in accounting software and databases.

Essential Functions

- Coordinating contract and grant status through LSNYC contract management personnel;
- Working with the Director of Grant Accounting and the Director of Finance & Budgets, to develop budgets for each office on both LSNYC-wide contracts and Borough specific contracts;
- Filling out contracts/grants documents for Legal Support Unit and Admin Fiscal proposals;
- Emailing to field offices to obtain their verification/confirmation for the incoming year of their respective contract budgets; making necessary changes;
- Entering and maintaining in accounting software the budgets and FTEs for assigned contracts/grants;
- Preparing entries in accounting software for grant/contracts vouchers;
- Running periodic Grant/Contract Budget Variance Reports and posting on the LSNYC website;
- Monitoring budget variances and contacting field offices for explanations of significant variances;
- For case-based contracts/grants, following up with the Grants Management staff in Operations/LSU to ascertain caseload data for vouchering purposes;
- Providing donors/funders with required financial reports;
- Preparing financial reports to government or private funders: ensuring the timely submissions of all vouchers and related compliance reports;
- Maintaining consistent communications with field offices;
- Ensuring monthly spending is occurring and/or allocation entries are being made timely and consistently and in accordance with approved funding;
- Working closely with the Director of Finance & Budgets and Accounting, to review funded salary allocations, outstanding contracts receivables, inconsistent expense coding, and potential cross-funding;
- Providing to the Controller a monthly forecast of cash receipts by funding sources for the next twelve (12) months;
- Preparing contracts/grants closeouts;

Requirements:

- Bachelor's Degree in Business, preferably in Accounting or Finance.
- Minimum three (3) years accounting experience, preferably in a nonprofit context.
- Proven and extensive knowledge of federal cost principles, and other applicable rules and regulations including the Office of Management and Budget Circulars A-122, A-110 and A-133.
- Ability to meet and prioritize multiple deadlines and work as part of a team in a fast-paced, high-pressure environment.
- Advanced knowledge of Microsoft Office Excel and Abila MIP accounting software.
- Ability to communicate effectively orally and in writing.

How to Apply

The position is full-time from the date of hire. Salary is based on experience and pursuant to a Collective Bargaining Agreement, with excellent benefits.

Interested individuals should email a resume and cover letter to jobpostings@ls-nyc.org. Please write "Grant Accountant II" in subject line. Only candidates selected for interviews will be contacted.

No telephone calls.
LSNYC is an affirmative action, equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender individuals are welcome and encouraged to apply.