

Job Announcement Grants Accountant

The After-School Corporation (TASC) is a nonprofit organization established through a challenge grant from the Open Society Institute in 1998. Its mission is to enhance the quality, availability and sustainability of after-school programs in New York and beyond, with the goal of making after-school a public responsibility. TASC funds, monitors, evaluates and supports after-school programs in New York City. It works with local and national partners to build high quality, sustainable after-school systems in New York and beyond.

The After-School Corporation (TASC) is currently seeking a Grants Accountant in its Finance Division. Under the supervision of the Director of Grants and Contracts, the Grants Accountant is responsible for ensuring fiscal compliance with government and privately-funded contracts and grants through the timely submission of financial reports and active monitoring of program budgets. The ideal candidate is a highly analytical individual with an aptitude for monitoring fiscal data, interpreting government regulations and developing reports that help managers make clear decisions.

Responsibilities:

- Visit multiple work sites on a weekly basis to ensure that youth employees are engaged in appropriate work and are being properly supervised
- Work with the Director of Grants and Contracts to prepare all fiscal related reports for timely submission to the appropriate funding source.
- Gather all necessary fiscal and operational data to produce reports as required by the grant contracts.
- Create and maintain a master schedule of government contract reporting deadlines to insure the timely submission of fiscal reports, invoices, budget modifications, contract amendments and renewals.
- Develop thorough knowledge of each funder's reporting requirements.
- Coordinate with Finance and Program divisions to ensure that procedures for reporting compliance are in place and understood.
- Maintain update budget variance reports that can be shared with Program Directors.
- Liaise with the fiscal and program staff of external funders regarding contract budget and expense reporting issues.
- Provide support for budget modification assessments and submissions, as well as budgets for new and renewal proposals.
- Participate in the contract close-out process.
- Maintain supporting documentation and contract files in an orderly fashion to assist program and financial audits.
- Perform other duties as necessary.

Qualifications:

- Bachelor's degree in accounting or business with a minimum of 3-5 years of relevant experience.
- Excellent organization skills and ability to meet deadlines.
- Ability to manage multiple projects in a fast-paced environment
- Strong proficiency with Excel required; knowledge of building queries in Access or Crystal Reports a plus.
- Understanding of fund accounting and experience with public and private funding requirements.
- Prior experience working with local or state government agencies in a fiscal reporting capacity is preferred.

Please send a cover letter and resume to:

The After-School Corporation
RE: Grants Accountant
1440 Broadway, 16th Floor
New York, New York 10018

Or e-mail to: employment@tascorp.org
Subject Header: *Grants Accountant*

Posted: 08-22-08

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.
TASC is an Equal Opportunity Employer