Position: Grant Accountant

Location: WRA Global Secretariat, Washington DC

Reports to: Chief Financial Officer

Background:
White Ribbon Alliance (WRA) is a global network committed to ensuring girls and women realize their right to quality health and well-being by activating a people-led movement for reproductive, maternal and newborn health and rights. Through our extensive network of National Alliances and members around the world, WRA influences policies, programs and practices, harnesses resources, enhances accountability and inspires action.

Position Summary:
This position is responsible for contractual management of grants and contracts in accordance with donor regulations/requirements and WRA policy and in collaboration with Global Secretariat and National Alliance team members, in the areas of finance, compliance, award/sub award administration, due diligence and training, budgeting, cost analysis and reporting. This position will have indirect reporting to the Accounting Manager on grants financial accounting.

Responsibilities:
Grants Administration Accounting and Compliance
• Ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre and post award management, issuing sub grants and contracts, tracking disbursements, advances and receivables, reviewing/approving subgrantee financial reports monitoring grant/subgrant financial performance and grant/subgrant closeout
• Coordinate and facilitate regular grants and project management meetings
• Lead subgrant award orientation and on-going training at a distance and in---country
• Work with Program staff to develop and maintain all grant agreements and MOUs pertaining to grant awards
• Ensure that sub-grant administrative processes and procedures are consistently complied with (including pre-award compliance checks, agreements, and disbursements)
• Maintain a comprehensive understanding of relevant donor policies, regulations and procedures and ensures WRA is compliant with these requirements
• Reconcile Global Secretariat grant advance accounts against the disbursement and financial reports received from subgrantees
• Support National Alliances in coordinating required local audit
• Support Uniform Guidance annual audit for the Global Secretariat
• Provide ad-hoc financial analysis in response to requests with oversight from supervisor

Donor reporting
• Generate and review monthly reports and invoices for donors; troubleshoot and resolve grants administration issues as they arise
• Coordinate with Program team to deliver financially accurate and reliable donor financial reports in a timely manner
• Assist with ad hoc reporting and financial analyses as required

Budget and Planning
• With oversight from the Chief Financial Officer, review and develop proposal budgets in alignment with cost parameters for all WRA solicitations; manage labor allocations and updates; manage quarterly/semi-annual project and subgrant budget re-alignments; reconcile funds carry-over from one year to the next and related revenue and cash flow forecasting for all grant funds

Due Diligence and training
• Conduct due diligence and financial reviews; train and provide ongoing technical assistance to National Alliance and program team members on best practices for financial management systems in order to increase/improve capacity
• Attends professional development training and stay abreast of AICPA standards updates and 2 CFR 200 (Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards) and their applicability to grant management related audit, federal regulations and any workshops or seminars on grants administration and share learning with staff
• Proactively interpret and assess sub-grantee gaps and develop plans for addressing and resolving gaps through technical assistance/capacity development

Other
• Perform other duties as required
• Travel up to 25% of the time

Mission critical competencies: specific to this role
• Initiative taking: recognizes when to proactively seize opportunities; takes steps to limit necessity to respond reactively to situations; action-oriented approach to task management; constantly searches for new solutions; operates with a self-starting nature; persistent in overcoming difficulties that arise; carries out tasks without being provided direction.
• Critical thinking: combines skillful analysis, effective communication, and problem-solving abilities to big picture ideas and situations; uncovers assumptions to identify missed opportunities; can see the forest through the trees; can understand how immediate actions will have long-term impact.
• Function/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Critical behavioral competencies to all WRA roles:
• Self-Awareness: Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism, is not defensive
• Self-Development: Is committed to, and actively works to continuously improve him / herself
• Agile Learner: Open to change; experiments and will try anything to find solutions; enjoy the challenge of unfamiliar tasks
• Self-Administration: Administratively self-servicing and IT literate
• Commitment to WRA
• Cross Functional / Cultural Collaboration: Manages and collaborates with cross-functional and cultural teams to establish and achieve common objectives
• Priority Setting and Tenacity: Spends his/her time and the time of others on what’s important; remaining focused on executing the organization’s objectives and strategies
Qualifications:

- Bachelor’s degree in accounting, finance or business or progressively responsible experience, preferably in the non-profit community, with experience in grants administration, budgeting, forecasting and financial reporting
- At least 3+ years’ experience in a not-for-profit organization
- High degree of budget and financial literacy and ability to effectively communicate financial information to non-financial managers
- Strong analytical and problem-solving skills
- Highly organized and detail oriented and ability to establish and meet deadlines
- Excellent communication skills
- Demonstrated knowledge and proficiency in MS Office package software applications with advanced skills using Microsoft Excel
- Demonstrated adaptability and flexibility to new ideas and approaches
- Prior experience developing new procedures and tools to increase efficiency and accuracy preferred
- SageIntacct and Adaptive Insights cloud financial systems experience desired but not required
- Demonstrated ability to manage multiple tasks in a fast-paced environment.

Contact:

Interested candidates should e-mail their resume and cover letter to hr@whiteribbonalliance.org with the subject line: Grant Accountant. No phone calls please. Please note that qualified candidates must hold legal status and authorization to work in the U.S.

Application Deadline: Friday, February 14th, 2020