



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experience program director for the following position:

Senior Staff Accountant/Grant Accountant

Title: Senior Staff Accountant/Grant Accountant

Department: Finance

Supervised by: Finance Manager

Supervises: N/A

Travel Required: Some

Salary Range: \$65,000 - \$80,000 per Year

Type: Full-time; 40 hours per week, Non-Exempt

Position and Summary

The Senior Staff Accountant-Grant Accountant is responsible for all the accounting cycle tasks – general ledger, accounts receivable, payroll, and preparation of grant and corporate financial reports. Prepares monthly financial statements, and pre and post award grant reporting. Prepares grant budget and corporate budgets. This position is responsible for ensuring compliance with funder's administrative guidelines, timely receipt of revenue, accurate submission of financial reports, A-133 Audit, and order closure of projects. The ideal candidate would have experience working with smaller non-profit organizations and at a minimum, have some medical, grant financial management, or other project accounting experience.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree in Accounting or equivalent work experience.

EXPERIENCE:

- Three or more years of accounting experience, with a minimum of two years in a nonprofit or government setting, with nonprofit and grant experience preferred.
- Considerable knowledge of generally accepted accounting principles (GAAP).
- Financial Software experience, tech savvy.

LICENSE/CERTIFICATIONS:

- Proficient in Microsoft Excel and the ability to reconcile large transactional files (pivot tables experience preferred)
- Ability to prepare complex and complete financial reports.
- Ability to recognize, analyze, and solve complex problems.
- Ability to manage multiple tasks and deadlines.
- Ability to communicate effectively verbally and in writing.
- A valid California Driver's license and DMV report with fewer than 2 infraction points within a 12-month period, as well as automobile insurance.

SKILLS:

- Experience working with grant managers and advise the finance manager on preparing grant budgets and proposals. Once awarded, monitor expenses for allowable uses of grant funds.
- Intermediate to advanced computer skills, using MS Office suite (Word, Excel, Outlook, PowerPoint)
- Strong written and verbal communication skills.
- Problem-solving skills and resourceful thinking.
- Strong empathy and interpersonal skills.
- Detail-oriented and excellent organizational skills.

A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

FAIHP offers a robust benefits package that includes:

- Health Insurance
- Life Insurance
- Sick
- Dental Insurance
- 403(b) retirement
- 16 paid holidays

Posting Date: 02/24/2023

Closing Date- Open until filled



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- Vision
- Vacation per year

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

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