



Grant Accountant

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Grant Accountant is responsible for preparing the reporting of all State, Federal, United Way and other grants benefitting the Agency. Tracking the deferred revenue associated with the contracts. Preparing all grant budgets. Creating, monitoring and maintaining the tracking processes for all grants.

Responsibilities:

- Work with Finance Generalist to ensure A/P expenditures are coded correctly for all grants
- Reconcile Deferred revenue detail report to General Ledger monthly
- Prepare billing for all grants as appropriate
- Assist each department Chief with financial information and analysis
- Prepare tracking sheets for each grant. Record all activity by source of funds
- Work with Financial Accountant to ensure billing agrees with tracking sheets by program
- Coordinates the annual federal financial audit along with Sr. Financial Accountant
- Coordinate and or prepare budgets and financial projections, etc. for various funding requests from various foundations or other agencies
- Assist with United Way financial data requests and periodic filings
- Respond to Questions from Chiefs, Directors, Supervisors, Employees regarding Budget and Financial information
- Support grant RFP Budgets & Narrative preparation
- Support grant compliance reporting for both the state and foundations
- Assist with state and federal reporting
- Completion of Texas RCC – 24-hour childcare report (Cost report)
- Builds and maintain strong collaborative communications and relationships between other agency Directors, agency staff, professionals, and the community.

Requirements:

- Bachelor's degree in Accounting or similar field
- Previous experience in General Ledger Accounting
- Minimum of five years accounting experience grant or nonprofit accounting
- Ability to engage and communicate effectively with persons from diverse cultures and communities, as well as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, administrators, and the legal and judicial system and demonstrate a good public presence
- Computer experience, including Excel, Word, and Great Plains
- Valid driver's license, reliable transportation and auto insurance

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

We offer employment opportunities at our various locations. For current opportunities visit our website www.childrensshelter.org or view job postings at:

**2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm**

**Volunteer opportunities are also available.
The Children's Shelter is an Equal Opportunity Employer.**