



United Way of Anchorage

Title: Grants Accountant

Supervisor: Controller

Salary Range: \$64,000 to \$74,000 DOE

Hours of Work: 8:30 a.m. to 5:00 p.m., M-F (HYBRID)

Organization Overview: We unite caring people to give, volunteer, and take action to remove barriers to opportunity and solve our community's toughest challenges. Our focus is on education, financial stability, and health—the building blocks for a good quality of life and a strong community.

Position Overview: Oversees and assists with the organization's Federal, State, and local grant requirements and application processes. Works with and supports Program Directors across the organization in developing, implementing, and providing ongoing financial oversight to grants management operations, ensuring the appropriate use and accurate reporting of all financial transactions on grants and contracts.

Essential Functions/Roles & Responsibilities of the Position:

- All duties and responsibilities are in relation to assigned grant(s) or contract(s).
- Be the primary fiscal contact for sub-recipients and funders; understand specific grant requirements; ensure compliance on contract conditions and assurances; ensure reporting requirements are met.
- Coordinate the budgeting process and detail for assigned grants. Setup budgets in accounting software and monitor budget activity for grants. Resolve accounting and reporting issues as necessary; prepare monthly budget-versus-actual status reports for use by Program Directors; identify issues, concerns and problems and communicate with Program Directors.
- Develop and maintain a status dashboard and trackers for grant programs and interpret grant guidance as it applies to the grant program, including allowable costs.
- Evaluate the financial capabilities of sub-recipients and contractors for contract approval. Notify Grants Program Directors and staff of any financial issues that may arise with subrecipients and contractors.
- Monitor sub-recipients. Review budgets and reimbursement requests for appropriateness, and ensure sub-recipients are in compliance with established administrative and financial policies, procedures, and sound business practices.
- Manage contractor agreements and ensure the terms and conditions of agreements are met and properly documented and communicated.
- Coordinate with the Program Directors and staff, to ensure transactions are properly recorded and agree to the grant/contract agreement, while also ensuring sub-recipient/subcontract financial activities adhere to deliverable deadlines.
- Verify invoices and expenses related to various programs managed are appropriate.
- Perform other duties and responsibilities as requested. Possess a positive and professional attitude.
- As a frontline ambassador for United Way of Anchorage and an individual who will interact with a variety of donors, volunteers, and community partners, maintain current awareness of program priorities, strategic plan goals, recent accomplishments, and laudable program milestones.

Key Competencies:

- Effective communication skills.
- Excellent organizational skills and attention to detail.
- Work independently and set priorities, act effectively and efficiently under pressure.
- Work well in team environment across multiple agencies and funding partners.
- Problem solver.

Education, Skills & Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred.
- Five years of accounting experience preferred.
- Demonstrated knowledge of accounting practices and grants management procedures.
- Strong research and analytical capabilities, with experience evaluating and entering quantitative and qualitative data.
- Knowledge of GAAP.
- Understanding of Uniform Guidance 2 CFR 200.
- Proficient in Microsoft Office Suite or similar software.
- Possess or be willing to complete certification to become Certified Grants Management Specialist (CGMS).

Personal Competencies:

- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning. A person who knows themselves can identify their thoughts, feelings, and wants and then effectively put them into words in the moment. They are aware of their patterns, strengths and limitations and they seek feedback and knowledge to continually learn and grow from their experiences.
- **Understand Others** - Demonstrate interpersonal awareness and the ability to be inclusive. A person who understands others knows that everyone has their own experience of any given situation. They seek to understand all perspectives and leverage the generative nature of differing options and experiences so that outcomes are of the highest priority.
- **See the Whole** – Demonstrate organizational and political awareness, relationship building skills, and effective decision making. A person who sees the whole understands how UWA is connected in vision, mission, and function. They can balance UWA, partner organizations, donors, and community member interests to make effective decisions as well as champion decisions that have been made. They know the importance of relationships in understanding all perspectives and demonstrate effective group behaviors.
- **Create an Environment of Success** - Demonstrate the ability to provide personalized recognition, celebrate successes, and display characteristics of interpersonal influence. A person who creates an environment of success can clearly articulate their vision and expectations to their team and garner commitment. They ensure accountability and continued success through feedback, coaching and recognition.
- **Model the Way** - Demonstrate ethics and integrity, consistently walking the talk. A person who models the way is highly credible. They do what they say they are going to do. They consistently excel by aligning their personal actions with shared values.

To Apply: Please send your resume to Nina Makarova, Director Administrative Services: nmakarova@ak.org.
Position open until filled.