



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE:	Grant Accountant
REPORTS TO:	Finance Director
STATUS:	Non-Exempt Regular Full Time (37.5 hours per week)
SALARY:	\$30.00 to \$36.00 per hour

SUMMARY:

The Grant Accountant is responsible for maintaining financial, accounting and grant support services in order to meet the needs of the organization and its grantors and donors. The Grant Accountant will focus heavily on budgeting, compliance, reporting, and variance analysis.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES:

1. Work with Development Office and Program Directors on grant proposals, with emphasis on budgets. Prepares grant program budgets and budget amendments as required by grantors.
2. Compiles monthly invoices and reviews all costs to ensure compliance with Allowable Costs Principles.
3. Prepares, analyzes, and presents financial reports to Program Directors. Provides insights and strategies for sound fiscal management of funds.
4. Ensures costs are properly applied to each grant. Requires understanding of grant contracts and fiscal rules and regulations, including the Federal OMB Uniform Guidance Regulations.
5. Participates in all program audits and annual audit, by preparing Grant Annual Reports and Schedules along with supporting work papers and documentation.
6. Responsible for monitoring regulations and updating policies to ensure compliance with current regulations. Communicate policies and procedures related to grants funds for review and implementation by Program Managers.
7. Supports Accounts Payable Specialist and cross trains on duties of other Accountants, including Finance Director.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Finance.
- 2 years' Accounting or Finance experience.
- Knowledge of general accounting principles and general accounting functions including reporting requirements and procedures related to federal, state and other related grants, cost accounting, government accounting and auditing.
- Knowledge of budget preparation and administration, financial record keeping and reporting.
- Knowledge of principles and practices of contract/grant administration and monitoring.
- Proficiency in spreadsheet, word processing and accounting software (preferably Abila MIP)
- Strong work ethic with a defined sense of urgency, ownership, and accountability for job duties.
- Strong problem-solving skills.
- Excellent communication skills, team building & staff development skills
- Ability to deal sensitively with confidential material.
- Ability to work effectively in a multi-ethnic environment with sensitivity to and respect for diverse cultures.

PHYSICAL REQUIREMENTS:

- Adequate visual skill and manual dexterity for computer and other data-related tasks
- Able to sit for long periods of time.
- Able to lift and move file boxes

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including

pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.