

## Contract Accounting Manager (Philadelphia, PA)

Founded in 1992 and headquartered in Philadelphia, The Food Trust works with neighborhoods, institutions, retailers, farmers and policymakers across the country to ensure delicious, nutritious food for all. Backed by three decades of research and evaluation, our holistic, community-centered approach to nutrition security weaves together three core programming elements — access, affordability and education — as well as a focus on advocating for public policy solutions. More information about The Food Trust is available at [thefoodtrust.org](http://thefoodtrust.org).

### POSITION SUMMARY

The Contract Accounting Manager performs the accounting and financial service functions for the organization's programs funded by grants or contracts. These functions include: preparing financial projections and budgets; actual vs. budget reporting; ensuring grants and contracts are compliant with private, local, state and federal fund requirements; billing and collections; journal entries; and financial grant reporting for internal and external clients. The position will coordinate with the Development department and program staff on new grant and contract applications. This position provides fiscal service and support for both program personnel and fiscal personnel.

### ESSENTIAL FUNCTIONS

- Responsible for all grant reporting, tracking, invoicing and reimbursement request submissions. Work within the Sage Intacct accounting system to update records and run reports.
- Participates in annual budgeting process to ensure that all active/likely grants are reflected in organizational totals. Enters all approved budgets to the accounting system.
- Gathers accurate and timely financial information to prepare grant financial reports for government agencies and other funding sources as needed.
- Works with development and program staff to create budgets for grant and contract proposals.
- Manages and monitors personnel allocations to project codes.
- Creates funder invoices and updates accounts receivable balance as needed in accordance with contract terms.
- Analyzes grant budget against actual expense activity to determine under/overspending on grants, estimating any carry-over funds from one year to the next.
- Interacts with program staff to ensure proper and timely spending of grant funds.
- Maintains grant and contract schedules and timelines for reporting. Works with staff on upcoming deadlines and deliverables.
- Resolves grant problems with program staff or fiscal staff.
- Computes, prepares and submits the annual indirect cost rate renewal. Provides information on the rate with applicable agencies as required.
- Maintains grant and contract fiscal records.
- Enters journal entries, accounts payable and accounts receivable, assigns account codes and monitors charges for reasonableness and compliance.
- Assists with audit requests related to grants and contracts.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of The Food Trust's mission, goals and objectives, and ability to work independently with a high level of energy and contribute as part of a larger team.
- Strong understanding of and ability to perform generally accepted accounting principles, concepts and practices. Has a command of revenue recognition rules related to nonprofits.
- Knowledge of proper process for allocating indirect costs to programs.
- Ability to research, compile and review financial data and provide analysis and recommendations of trends, budget variations and other related financial issues.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office (Excel, Word, PowerPoint) and customized databases.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Ability to identify and develop strategies to optimize the grants administration process.
- Self-directed and motivated, able to manage multiple and complex assignments and meet deadlines both independently and as part of a team.
- Strong written and verbal communication skills.
- Possesses strong interpersonal skills as demonstrated by courteous, cooperative and professional interaction with diverse groups of co-workers, external business partners, vendors, funders and financial institutions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences, seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

**EXPERIENCE, EDUCATION AND LICENSURE**

- Bachelor's or master's degree in tax, accounting or finance
- CPA preferred
- Skills with Sage Intacct preferred
- Minimum 5-7 years' experience in accounting/finance
- Nonprofit grant experience
- Project management skills
- Experience with financial reporting requirements

**SALARY/PAY RATE:** The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive, mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team.

**EMPLOYMENT CATEGORY:** Full-time, exempt

**JOB OPEN DATE:** Immediately

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Accountant" in the subject line.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*