

## Grants Accounting Specialist

Isles is currently seeking an experienced accounting professional to serve as Grants Accounting Specialist. This position will play a critical role in Isles' operations by supporting all financial aspects of Grants Management including budgeting, record keeping, reporting, and auditing. We seek a professional who can work equally well with the Isles leadership team, grants managers, and finance staff, and who can gain the respect of funders and colleagues. The Grants Accounting Specialist will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

The position requires strong analytical, verbal, and presentation skills, as well as the ability to work in a collaborative and consultative manner with colleagues. The Grants Accounting Specialist must welcome the challenges associated with working in a multi-service organization supported by a large number and type of funding sources.

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### Qualified Candidates Will Have Demonstrated Success In:

- Preparing and administering accounting and budgeting records, projections, and reports for multiple grants and/or funders
- Coordinating, facilitating and participating in the development and administration of complex grant budgets and related fund accounts
- Maintaining and verifying financial, statistical or other fiscal records in connection with multiple grants and/or funding sources
- Clarifying and resolving technical and contractual issues with grants
- Guiding program staff on grant regulations and use of grant funds
- Performing complex, specialized grants accounting functions
- Complying with periodic financial reporting and reimbursement submittal requirements
- Ensuring compliance with tax-exempt organization laws and regulations, and working with independent accountants to complete annual audits and implement corrective actions
- Implementing and utilizing financial software to optimize analysis and reporting of financial information
- Developing and presenting budget reports to leadership in order for effective decision making to occur
- Working collaboratively with program managers, accounting staff, and leadership to become a trusted source of financial information

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### Base Qualifications for Position

- Bachelor's degree in accounting or finance, or equivalent combination of education and work experience required; CPA preferred
- Minimum 3 years non-profit accounting and finance experience
- Grant management, compliance, and reporting experience
- Demonstrated knowledge of general accounting principles and procedures
- Advanced proficiency in Excel; proficiency in Word and Outlook
- Proficiency with MIP fund accounting software is essential
- Proficiency with Federal Payment Management System and New Jersey Sage grant reporting
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent analytical skills with the ability to distill information into key points
- Strong written and verbal communication and presentation skills
- Excellent organizational skills and attention to detail

**Applicants should email cover letter and resume to [hr@isles.org](mailto:hr@isles.org).**