



STAFF ACCOUNTANT-GRANTS SPECIALIST

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program annually serving over 7,500 adult and child survivors of domestic violence & facilitating an intervention program to nearly 300 people who use abuse. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship (SUCCESS). In addition, the principles of Sanctuary (a model for providing trauma-informed care) and continuous improvement infuse all aspects of the organization.

About the role. As the Staff Accountant-Grants Specialist, you will be responsible for ensuring accurate, consistent, and timely preparation of grant invoices and related reports. You will assist in ensuring that WC&S has the systems and procedures in place to support effective program implementation and conduct flawless audits. Working closely with the Accounting Manager and other Finance Department staff, you will also provide financial support to overall agency operations.

This role provides you with the opportunity to showcase your finance-related skills, and the ability to contribute to the organization's mission in a variety of ways. The successful candidate will have at least 3 years of experience in general/grant accounting and compliance, and knowledge of general accepted accounting principles. If you are comfortable with multi-tasking, working independently and as part of a team, and are passionate about supporting populations experiencing intimate partner violence, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge, skills, and abilities.

Here's what you will do:

- Track, review, analyze, and reconcile all grant-related activities to all financials and other related reports
- Maintain information and documents in support of grant-related revenues and expenditures to ensure compliance with applicable federal, state, and other related regulations, statutes, and Generally Accepted Accounting Principles (GAAP)
- Prepare invoices and reports for public and private grants and contracts while ensuring deadlines are met
- Analyze various grantor revenue and expenditure reports and make appropriate recommendations to ensure compliance with budgeted projections and grant provisions
- Manage grant cancellations, amendments, and payment adjustments
- Build and maintain working relationships with program directors internally to ensure communication regarding grants is accurate, consistent, complete, and informative
- Prepare and maintain documentation to support federal, state, and other related agencies' audit inspections of financial transactions including compliance, billing, funds draw down, correspondence, and other related activities



- Support departments with departmental grant budget projections in collaboration with the Accounting Manager and Chief Financial Officer (CFO)
- This position requires being available Monday through Friday business hours, with evenings and weekends as needed
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- Bachelor's degree in accounting, finance, business, or a related field, and/or any combination of education, training, and experience
- Three (3) or more years of grant/fund accounting, general accounting, and compliance experience
- Knowledge of general accepted accounting principles, including reporting requirements and procedures related to Federal, State, and other related grants, cost accounting, A122 and A133 audit
- Knowledge of budget preparation and administration, financial record keeping and reporting
- Knowledge of principles and practices of contract/grant administration and monitoring
- Knowledge of Federal, State, and other related laws, rules, regulations, and policies pertaining to grant and contract administration
- Knowledge of specialized reporting requirements and procedures in the preparation of accounting records and financial statements
- Ability to interpret contracts, requirements, policies, and procedures relating to grants, applicable laws, rules, and regulations
- Ability to compile and analyze data and prepare summary status reports
- Ability to work collaboratively with a wide variety of people, including staff and funding agencies
- Strong analytical and problem-solving skills
- Ability to multi-task and prioritize appropriately
- Experience with fund accounting software, preferably Blackbaud Financial Edge
- Effective verbal, written, and interpersonal communication skills
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamic, cultural diversity issues, and child abuse and neglect
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce, Tableau, and Teams strongly preferred
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required

Typical Starting Salary: \$46,000/year



About the benefits. WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all.

TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line "Staff Accountant-Grants Specialist" to careers@wcpittsburgh.org.