Organization: United Way of the Midlands
Job Title: Director, Grants Accounting
Department: Finance and Operations
FLSA Status: Full Time, Exempt
Location: Omaha, NE (On-Site)

UWM’s Mission: To UNITE our community’s CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:
• Build TRUST in everything we do
• Extend GRACE by thinking beyond yourself
• Show GRIT by bringing it every day
• Be OPEN to embrace others’ differences
• Actively ENGAGE by listening and sharing
• Live CURIOUSLY to learn constantly

With a 100-year heritage of helping others, United Way of the Midlands (UWM) has evolved to meet the ever-changing needs in our community. We invest in more than 100 local nonprofit agencies and provide direct services, such as 211 and JAG Nebraska, to address social and economic disparities and meet community members’ essential needs. As needs have continually evolved over the years, we have focused resources and expanded the network of organizations we support – while also mobilizing people and resources in times of economic crisis, health emergencies, and natural disasters.

The Director, Grants Accounting requires sound knowledge of Generally Accepted Accounting Principles (GAAP) particularly as they relate to non-profits, grant accounting, financial statement preparation, creating/uploading journal entries, coordinating the distribution of routine financial reports, maintaining/updating monthly accounting schedules, preparation of GL, account reconciliations, preparation of schedules relating to audits, period closings, and internal reporting, and the analysis and reconciliation of investment activity. This includes supervising and developing assigned staff and directing improvements in workflow and/or operations. This position is also responsible for reviewing/monitoring individual grants and transactions for compliance with private, local, state, and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities. The position will also answer inquiries from external auditors and federal, state, and local agencies concerning grant information and to effectively communicate complex financial issues to employees, administrators, auditors, the general public, and granting agencies.

Duties and Responsibilities:

Accounting
• Develops analytical processes and reporting to provide feedback to leadership on key indicators and metrics, specifically grants tracking, reporting, and analysis.
• Assists in the development and preparation of financial statements and related reporting.
• Develops and prepares budgets & forecasts and explains variances for fiscal financial reporting, grant reporting, and other financial reporting functions.
• General Ledger journal entry preparation and account analysis related to the completion of monthly financial statements.
- Develops, analyzes, and reports activity between financial systems such as Accounts Receivable, Accounts Payable, Payroll, credit card processing, etc.
- Understands and performs complex accounting and financial analysis of accounting for grant funding, and other forms of revenue, expense, and net assets.
- Reviews and approves supporting financial documents and functions related to monthly financial statement presentations for accuracy.
- Assists with ensuring internal controls and accounting practices are in place to protect the organization's financial assets.
- Stays current with GAAP and other pertinent regulatory announcements.
- Assists with audit engagement and independent auditors including preparation of audit reports, work papers, and materials needed for the financial audit.
- Interacts with the Finance Committee for any requests or analysis as needed.
- Prepares complex financial analysis including overhead and efficiency rate analysis based on forecast and budget results and community care fund availability.
- Responsible for accounting for endowed gifts.
- Assists with reviewing the bi-weekly payroll processing and ensures all ledger and cash transactions are recorded properly.
- Assists SVP with special projects and other duties as assigned.

**Grant Management**
- Plans, organizes, and coordinates the accounting and financial reporting for all grants, including preparing annual and project budgets, forecasting revenue, and estimating any carry-over of funds from one year to the next.
- Compiles documentation and supporting schedules for the preparation of the single audit.
- Researches issues, prepares invoices/billings and collects funds for the support of restricted fund expenditures.
- Prepares or assists in the preparation of all applicable fiscal reports for sponsored programs and ensures the timely submission thereof.
- Coordinates with key personnel to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
- Develops a cost allocation plan and implement it.
- Develops accounting policies and procedures in compliance with the Code of Federal Regulations including procurement policies, internal controls, and allowable costs.
- Compiles year-end reports, work papers, and analyses necessary for the auditors to complete the yearly audit.
- Maintains grant fiscal records and database.
- Assigns account codes and monitors charges for reasonableness and compliance with policies and procedures.

**Required Skills and Abilities:**
- Ability to communicate and work well with all departments in the organization.
- Ability to problem solve and investigate anomalies in financial results.
- Ability to keep confidential information.
- English proficiency sufficient for communication with supervisors, co-workers, clients, and stakeholders.
- Strong knowledge of grant accounting.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of accounting software, database software, MS PowerPoint, MS Outlook, MS Excel, and MS Word.
- Ability to prioritize and self-direct, analyze situations, identify situations where appropriate to
make decisions
• Working knowledge of federal and state regulations related to area of responsibility.
• Knowledge of principles and practices of not-for-profit accounting.
• Skill in researching, analyzing, and evaluating complex financial data.
• Excellent interpersonal skills, ability to provide a high level of customer service, and establish and maintain effective interdepartmental communications and relationships.
• Proficiency in various computer applications including comprehensive databases, spreadsheets, and word-processing software.
• Excellent writing skills in the development of policies and procedures.

Supervisory Responsibilities:
Supervises employees involved in the creation and maintenance of financial data, including accounts payable and disbursements, pledges, receivables, payroll, and general ledger. Carries out supervisory responsibilities by the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

Education and/or Experience:
• Bachelor's degree from a four-year college or university in Business/Finance/Accounting
• Three to five years of related experience in general and grant accounting experience. This should include processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping, and preparation of monthly, quarterly, and/or annual reporting.
• CPA preferred.

Physical Requirements:
• Prolonged periods of sitting at a desk and working on a computer
• Ability to communicate clearly in person and over the telephone
• Regularly reach with hands and arms and talk or hear
• Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl
• Must occasionally lift and/or move up to 10 pounds
• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
• The noise level in the work environment is usually moderate

Benefits:
• Shared health, dental, and vision insurance
• Generous 401(k) Retirement plan
• Paid vacation and sick time
• Employer-paid life and disability insurance
• Professional development assistance
• Tuition reimbursement

How to Apply:
Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.