



Job Title	Grants Accounting Manager	FLSA Status DOL Status	Exempt Full-Time
Program/Department	Accounting	Supervisory Responsibilities	Yes
Reports To	Chief Financial Officer	CEO Approval Date	08/31/2022
Work Schedule	Office Hours follow business hours and may vary with supervisor's approval; includes occasional evenings and weekends.		

Must pass required background check

POSITION OVERVIEW

The Grants Accounting Manager oversees compliance and reporting for Sunbeam’s Early Childhood Services (ECS) grants. This position manages the full life cycle of new and existing grants, including federal, state, and other private funding awards.

All employees and volunteers are expected to be sensitive to our clients’ cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Oversees all stages of the grant process, assisting with any necessary changes and revisions, budget reporting and narratives, grant reports, reporting requirements, and other reporting requirements to the awarding agency in collaboration with the controller and accounting team.
- Lead and manage Sunbeam’s grants and ECS procurement activities.
- Provide timely and accurate reporting on fiscal metrics, projections, budget analysis and assistance to key internal stakeholders.
- Responsible for review and approval of grant closeouts and reporting, ensuring grant submission backup documentation is in place.
- Prepare monthly reconciliations for ECS grant awards in coordination with the accounting team
- Ensure accounting procedures are in place and followed for compliance with State and Federal regulations.
- Serves as a liaison with all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with applicable laws, and to maintain appropriate program cash flow.
- Prepares grant narratives and related budgets while maintaining a strong understanding of the organization’s long-term goals and objectives for the Early Childhood Services program.
- Ensure strong communication and transparency exist between Sunbeam’s programmatic activity drivers and accounting team leadership.
- Serves as subject matter expert for grant guidelines, reporting, and compliance.
- Collaborates with the appropriate program areas to ensure grant rules, guidance, cost principals and regulations are followed.

- Perform other appropriate and related responsibilities as assigned.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in Accounting, Business Administration, Finance, or related field	Master's degree in Accounting
License / Certification		CPA
Experience	5+ years of grants management or related/equivalent accounting experience	Experience with federal grants Experience using Sage Intacct Accounting Software Experience using Paycom Nonprofit accounting experience Technical accounting or grants experience
Skills Knowledge Abilities	Ability to work and communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members Excellent analytical skills Excellent knowledge of grant processes and practices Knowledge of grant funding policies and procurements Ability to analyze financial reports and forecasts Extensive knowledge of budgets including ability to edit, create, assess time frames, and balance across multiple service lines and grants with varying fiscal year-ends Ability to analyze expenditures for compliance with grant and budget guidelines Ability to handle and prioritize a variety of work assignments Advanced skills in Microsoft Excel Ability to exercise initiative, work independently and exercise critical thinking skills Established skills in accuracy and organization A strong desire to learn all facets of the accounting process	Advanced Microsoft application knowledge Knowledge and understanding of early childhood education programs Knowledge and understanding of Uniform Guidance

	<p>Demonstrated ability to support all other departments within the company and coordinate training and information sessions</p> <p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, in close quarters with other staff. The noise level in the work environment varies from moderate to loud; occasional chaotic situations may occur.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS

status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: