



Grant Accountant III Job Description

Job Title:	Grants Accountant III
Job Category:	Finance
Primary Location:	Los Angeles 90011
Department:	Administration
Reports To:	Chief Financial Officer
Direct Reports:	None
Seniority Level:	Mid-Career
FLSA Status:	Exempt
Job Type:	Full Time
Travel:	No

ABOUT CRCD

Coalition for Responsible Community Development (CRCD) is a community development corporation with a mission to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA.

CRCD serves 100% LMI within South LA. CRCD was founded by neighborhood residents and community leaders to revitalize the area after decades of disinvestment and to improve the quality of life for youth and the community. Since 2005, CRCD has partnered in a combined investment of \$168 million in South LA housing and real estate, including 370 units of affordable housing, plus community space for support services, youth programs, a homeless youth drop-in center, a community garden, and commercial space for our social enterprise. CRCD has connected over 1,500 young people to education, jobs, and housing.

- **Real Estate and Economic Development.** To increase the number of affordable and permanent housing in South Los Angeles and to revitalize the local economy, CRCD develops housing for LMI populations, including transition-age youth ages 16-24, seniors, veterans, and low-income families.
- **Support Services.** We provide support services to 100% LMI youth and other residents of CRCD housing, assist homeless youth to secure housing with rental subsidies and support services, and run a drop-in center to help homeless transition-age youth meet basic needs.
- **Education.** CRCD Academy, a high school provides youth ages 16-24 with diploma-track education and postsecondary education support.
- **Youth Development.** CRCD provides youth with workforce development programs, intensive case management to reduce barriers to employment and reduce recidivism, alternative sentencing programs, and jobs and career placement.

- **Worksource Center.** Since 2014 CRCD has been the operator of the federally funded Vernon-Central/ Los Angeles Trade-Technical College WorkSource Center where unemployed LMI residents are linked to career-ladder jobs and supportive services.
- **CRCD Enterprises.** CRCD is the parent organization of a social enterprise providing training and employment for low-income youth and young adults.

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 Paid Holidays

SUMMARY

The Grants Accountant III works independently with established procedures and coordinates directions with the Senior Accountant of Grants Billing and will be responsible for reviewing, monitoring, billing, collections and reporting on assigned government (Federal, State, County, City etc.) and foundation grants. The Grants Accountant III must work with the responsible department/program staff to ensure grant spending is appropriate according to grant contract and be familiar with all laws and regulations including the Uniform Grants Guidance as well as nonprofit accounting principles such as restricted funds accounting. The Grants Accountant III has gained proficiency in multiple competencies related to and within the job.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Be a strong user of the overall accounting system, especially in the accounts receivable/billing
2. Be proficient with the General Ledger coding system (grant, program, department, program)
3. Review and be familiar with assigned contracts - especially the financial section
4. Ensure grant budget is updated in the accounting system as needed
5. Complete and record periodic grant billings by established deadlines
6. Prepare grant budget actual report each month to monitor variances
7. Work with applicable department/program staff to monitor variances
8. Perform grant receivable collections to minimize old outstanding items
9. Serve as liaison to grantors as needed

10. Prepare periodic and close out grant reports according to required timelines
11. Assist with budget modifications and new grant budget preparation as applicable
12. Assist with grant audit as needed
13. Keep abreast of laws and regulations that impact the assigned work
14. Adhere to department and organizational standards, policies, and procedures
15. Be a team member of the finance department and support other departments' staff as needed
16. Cross train as back-up for other accounting staff in the event of emergencies
17. Uphold CRCD's Mission Statement and 5 Year Strategic Plan

MINIMUM QUALIFICATIONS

1. Four-year college degree in accounting, business, or related field
2. 5+ years' experience or education in accounting or related field
3. Self-starter with demonstrated ability to work on multiple projects simultaneously, and the ability to meet tight deadlines
4. Proficiency in the use of software applications, databases, spreadsheets, and word processing
5. Understanding of accounting processes, procedures, and internal controls
6. Strong research and analytical skills

PREFERRED QUALIFICATIONS

1. Advanced College courses in accounting or related field of studies
2. Expert in Microsoft Office Suite and the ability to create formulas and pivot tables in excel
3. 5+ years' experience in the Non-Profit Industry

WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment
4. May necessitate working in busy and loud environments
5. May be exposed to elements like cold, heat, dust, noise, and odor
6. May participate in training and staff development that requires local and out of state travel
7. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
8. Must be available on call for emergency crisis situations with the ability to respond after work hours as needed for emergencies.
9. This is not a work-from-home position



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RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Encompass a “do whatever it takes approach” to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
4. Organize and prioritize multiple activities to meet all external and internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and or executive team.*

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

ACKNOWLEDGEMENT

Employee Incumbent Name	Employee Signature	Date
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