



**Job Description for:**  
Senior Grant Accountant

**Overview**

Ujima, Inc: The National Center on Violence Against Women in the Black Community (Ujima) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of “Ujima,” which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that the safety and viability of our families are connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black Americans (descendants of the enslaved in the U.S.); African immigrants, refugees, and asylees; Afro-Caribbeans; and Afro-Latinx.

**Job Summary**

Reporting directly to the Chief Finance and Operations Officer, the Senior Accountant will oversee general accounting operations by controlling and verifying financial transactions related to grants and contract awards. Primary responsibilities include preparing financial reports, performing account reconciliations, maintaining the general ledger, assisting with audit preparations, preparing month-end procedures, and performing other accounting duties as assigned

**Essential Responsibilities:**

- Maintain and reconcile the Statement of Activities (income statement), Statement of Financial Position (balance sheet), and Budget vs Actual report
- Prepare financial analyses, and quarterly and monthly financial reports for timely submission to the appropriate agencies, donors, and grantors
- Assist with preparing and monitoring budgets
- Assist with annual audit preparations
- Investigate and resolve account discrepancies and issues of non-compliance
- Record accounts receivable and ensures all are collected promptly
- Prepare cash drawdown requests before payment processing and ensures cash settlements are timely drawn on federal awards
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Organize and maintain award documents in a central electronic database
- Research accounting records to assist in the resolution of questions from staff, auditors, donors, creditors, and government agencies as applicable
- Prepare and maintain records to properly document all grants and contract accounting transactions according to organizational and grantors standards
- Enter and update budgets into the accounting system

- Prepare financial and operation reports, current and comparative analysis, and other ad hoc reports as required
- Maintain the confidentiality of financial records
- Work closely with Staff Accountant and Grant Compliance Specialist and serve as a backup as necessary
- Work closely with program staff and finance team to coordinate and provide documentation for site visits and all other financial audits
- Ensure compliance with GAAP principles and 2 CFR
- Perform other tasks as requested by the Officers, Directors, and employees

### **Qualifications**

- BA / BS with a concentration in Accounting strongly preferred
- Minimum of 5 years of experience in a progressively responsible accounting role
- Thorough knowledge of basic accounting procedures
- Solid working knowledge of Generally Accepted Accounting Principles
- Experience with general ledger functions and the month-end/year-end close process
- Familiarity with financial accounting statements
- Demonstrated work experience managing multiple government-funded programs and/or accounting preferred
- Fund or Not-for-Profit accounting experience preferred

### **Skills**

- Advance MS Excel skills
- Strong organizational and administrative skills.
- Excellent communication skills, both written and verbal.
- Proficiency in QuickBooks or other Accounting Software
- Accuracy/precision in math
- Detail-oriented with strong analytical and problem-solving skills.
- Ability to multitask and manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.
- Pro-active and self-motivated
- Flexible scheduling to allow for work outside of regular business hours as requested.
- Good judgment.

**Reports to:** Chief Finance and Operations Officer

**Employment Status:** Full time, Exempt

**To Apply:** Send résumé and cover letter to [jobs@ujimacommunity.org](mailto:jobs@ujimacommunity.org)

**Closing Date:** March 6, 2022

### **Equal Employment Opportunity**

It is the policy of Ujima, Inc: The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected

by federal, state, or local law. To find out more about Ujima, Inc., as well as other exciting and fulfilling career opportunities, please visit us at [www.ujimacommunity.org/jobs/](http://www.ujimacommunity.org/jobs/)

**Additional Information**

Due to the current global pandemic, this position is currently a telework role. When more mobility and interaction are safe for everyone, the person filling this role must be willing and able to work in an office setting.