



**Position: Grant Accountant**

**Reports to:** Controller

**Salary:** Commensurate with experience

**FTE:** 1.0 (Full-Time, Exempt, On-Site)

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**About The Foundation for Delaware County**

The Foundation for Delaware County (the Foundation) is the largest public charity in Delaware County, supporting a wide range of community programs and initiatives that help families thrive. The Foundation manages multiple grant-funded programs across health, human services, and community development—serving as both a grantmaker and an operating foundation to improve the well-being of residents throughout Delaware County.

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**Benefits**

The Foundation offers a competitive and comprehensive benefits package to support the well-being and professional growth of our employees, including:

- **Health Insurance:** Choice of two Independence Blue Cross Personal Choice PPO plans, each paired with a Medical Expense Reimbursement Program (MERP) through Nonstop Health, covering eligible in-network medical and prescription expenses.
- **Dental and Vision Insurance:** Coverage for routine cleanings, exams, major dental work, and allowances for glasses or contact lenses.
- **Maternity and Parental Leave:** Paid leave for birth and non-birth parents, ensuring time for family bonding and recovery.
- **Retirement Plan:** 403(b) plan with an employer match of up to 4%, with immediate vesting.
- **Income Protection:** Short-term and long-term disability insurance, plus employer-paid life insurance equal to one year's salary.
- **Flexible Spending Accounts (FSA):** Tax-advantaged accounts for healthcare and dependent care expenses.
- **Paid Time Off (PTO):** Generous PTO policy with rollover options, 10 paid holidays (including Juneteenth and Election Day), and 2 floating holidays.
- **Employee Assistance Program (EAP):** Free, confidential counseling and support for legal, financial, and personal challenges.

- **Workplace Flexibility:** Hybrid work arrangements and telecommuting options to support work-life balance.
- **Professional Development:** Ongoing training opportunities and certification support (based on budget availability).
- **Voluntary Benefits:** Optional accident, critical illness, hospital indemnity, and whole life insurance coverage.

This robust package ensures employees have the resources they need to thrive both professionally and personally, reinforcing the Foundation's commitment to its team.

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## **Position Summary**

The **Grant Accountant** is responsible for the financial oversight of grant-funded programs, ensuring compliance with all funding-source guidelines, and maintaining accurate accounting records. This position performs a combination of grant management, reporting, and accounting functions, including accounts payable review, reconciliations, and audit preparation.

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## **Key Responsibilities**

### **Grant Management & Compliance**

- Track and monitor all financial transactions related to government and private grants.
- Ensure full compliance with federal, state, local, and private grantor regulations, including OMB Uniform Guidance.
- Maintain accurate and complete grant files and documentation for all active awards.
- Collaborate with program managers to ensure expenses are properly coded and allowable under the terms of each award.

### **Budgeting & Forecasting**

- Assist program managers in developing and maintaining grant budgets and spending plans.
- Monitor actual spending versus budgets and prepare timely variance analyses.
- Support the development of indirect cost rates and allocation methodologies.

### **Financial Reporting**

- Prepare and submit accurate, timely financial reports to funders in accordance with grant requirements.
- Maintain up-to-date tracking schedules of grant balances, expenditures, and reimbursement requests.
- Assist the Controller with internal financial reports and statements.

### **Audit & Documentation**

- Prepare supporting schedules and grant documentation for annual audits and monitoring visits.
- Ensure grant records are complete, audit-ready, and maintained according to organizational policy.

### **Process Improvement & Internal Controls**

- Recommend and implement improvements to grant management systems and reporting processes.
- Maintain effective internal controls to safeguard funds and ensure grant compliance.

### **Accounts Payable & Reconciliation**

- Review and process vendor invoices, ensuring accurate grant allocations and approvals.
- Perform grant-related reconciliations.

### **Month-End Close**

- Support month-end close by preparing journal entries, reconciliations, and grant-related schedules.
  - Collaborate with the finance team to ensure timely and accurate financial closing activities.
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### **Qualifications**

- **Bachelor's degree** in Accounting, Finance, or related field required.
- **Minimum 5+ years** of progressive accounting experience, including at least 3 years in nonprofit or government grant accounting.
- Strong knowledge of **GAAP**, federal and state grant regulations (e.g., **Uniform Guidance**), and cost-allocation methodologies.
- Proficiency in **Microsoft Excel** (pivot tables, VLOOKUPs, etc.) and accounting software; experience with **Community Suite** a plus.
- Experience preparing reports for multiple funding sources and performing complex reconciliations.
- Excellent attention to detail, analytical thinking, and organizational skills.
- Strong written and verbal communication abilities.
- Demonstrated ability to manage multiple deadlines in a fast-paced, collaborative environment.
- Commitment to TFDC's mission and values.

### **Preferred Qualifications:**

- Experience with city, state, and federal government grants.
  - Prior nonprofit or social-services accounting experience.
  - Familiarity with other accounting or grant management systems.
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### **Mandates**

- **Annual Influenza Immunization** (during flu season).

As an organization with a public health focus, we are committed to protecting the safety of our clients, community, and staff by reducing the impact of influenza and other preventable diseases.

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### **Equal Opportunity Employer Statement**

The Foundation for Delaware County is an **Equal Opportunity Employer** with a culture of high performance and continuous improvement that values learning and a commitment to quality. We strongly encourage individuals from diverse backgrounds, including those from historically

marginalized communities, to apply. We use a supportive and collaborative approach in both our internal operations and throughout our work with community partners in Delaware County.

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### **Application Instructions**

Interested applicants should send a **resume and cover letter** to:

**[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)**