



POSITION TITLE: Grant Accounting Specialist

REPORTS TO: Grant Manager

FLSA STATUS: Non-Exempt

JOB TYPE: Full Time – In Person

SALARY: \$27.00 to \$33.00 per hour

POSITION SUMMARY:

St. Mary's Community Services (SMCS) is seeking a detail-oriented Grant Accounting Specialist to support the financial administration and compliance of federal, state, county, city, and private foundation grants that fund emergency shelter, housing navigation, supportive services, and campus operations.

This position is responsible for grant financial tracking, expense monitoring, reimbursement preparation, reconciliations, documentation management, and reporting support. The Grant Accounting Specialist works under the leadership of the Chief Financial Officer and a direct report of the Grant Manager to ensure accuracy, compliance, and timely financial reporting. This is a technical accounting role focused on execution and accuracy within a multi-funded nonprofit environment.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



Essential Duties & Responsibilities

Grant Financial Tracking & Coding

- Maintain grant-specific costs in QuickBooks.
- Ensure accurate coding of expenses to appropriate grant donors and projects.
- Review invoices, payroll allocations, and purchase documentation for allowability and proper documentation.
- Track expenses to ensure compliance with approved grant budgets.
- Monitor FTE allocations across multiple funding streams.

Reconciliations & Monitoring

- Perform monthly reconciliation of grant accounts.
- Reconcile reimbursement requests to GL balances.
- Identify discrepancies and coordinate corrections with Finance and Program staff.
- Maintain detailed expenditure tracking logs and internal dashboards.
- Support budget-to-actual reporting and variance tracking.

Reimbursements & Financial Reporting Support

- Prepare reimbursement requests for various funding sources.
- Compile required supporting documentation for invoice submission.
- Assist in preparing financial reports for funders (monthly, quarterly, annual).
- Maintain documentation of grant revenue received and outstanding receivables in addition to following up on the status of outstanding receivables.

Compliance & Documentation

- Ensure expenditures align with grant guidelines and allowable costs per the grant specific contract.
- Assist in maintaining organized grant files including contracts, amendments, invoices, payroll support, and correspondence.
- Assist in preparing documentation for monitoring visits and audits.
- Support duplication of benefits tracking across funding sources.



Data & Systems Support

- Assist in maintaining grant tracking system (ASANA) financial records through QuickBooks.
- Assist in updating grant financial policies and procedural documentation.
- Support QuickBooks optimization and grant coding improvements.
- Monitor grant expiration dates and alert team of specific grant closeout requirements.

Collaboration

- Work closely with the Grant Manager to ensure financial data aligns with program performance reporting.
- Confer with Program Managers to verify budget line-item accuracy.
- Assist CFO with financial summaries for Board reporting.
- Perform other duties as assigned.

Physical & Mental Requirements

Mobility: Frequent sitting; occasional walking, standing, bending, reaching, and climbing stairs; repetitive hand and wrist movements for typing and data entry.

Lifting: Frequent lifting of up to 10 lbs.; occasional lifting of 10–25 lbs. (files, boxes of documents, office supplies).

Visual: Frequent reading, close-up work, detailed data review, and computer use; occasional need for depth perception and peripheral vision.

Hearing/Talking: Frequent communication in person, by phone, and via virtual platforms; regular participation in meetings and presentations.

Emotional/Psychological: Frequent concentration, analytical thinking, independent decision-making, problem-solving, and attention to detail; regular interaction with finance staff, program managers, and leadership; occasional exposure to sensitive or confidential financial and client-related information; ability to manage multiple deadlines and shifting priorities.

Environmental: Primarily office-based environment with prolonged computer use; minimal exposure to outdoor conditions; occasional attendance at on-site program locations or meetings.



What You Bring:

- Bachelor's degree in Accounting or a related field (or equivalent professional experience)
- Minimum 3–5 years of grant support experience, including invoicing, governance, and reporting
- Experience in roles requiring independent judgment, discretion, and decision-making authority
- Knowledge of advanced grant writing and execution principles is a plus but not required.
- Proficiency in QuickBooks and Excel preferred
- Demonstrated ability to analyze complex technical and business issues and develop strategic solutions
- Excellent communication and leadership skills, with the ability to advise senior management

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.