



JOB DESCRIPTION

Job Title: Grants Accountant

Department: Finance

Location: Towson, MD

Salary: 65,000-70,000 commensurate with qualifications & experience

Reports To: Controller

SUMMARY

The Grants Accountant is responsible for the financial management, compliance, reporting, and reconciliation of all federal, state, and foundation grants. This position ensures that grant-related financial activity is accurate, allowable, timely, and compliant with applicable regulations, organizational policies, and Generally Accepted Accounting Principles (GAAP). Working closely with the Controller, program leadership, and development staff, the Grants Accountant supports the organization's mission by ensuring strong fiscal stewardship of restricted funding.

CLASSIFICATION: Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grant Financial Management & Compliance:

- Manage the full lifecycle of grant accounting, including setup, budgeting, tracking, reporting, and closeout for federal, state, and foundation grants.
- Monitor grant expenditures for allowability, allocability, and reasonableness.
- Maintain grant schedules and reconciliations to the general ledger.

Reporting & Reconciliation:

- Prepare and submit accurate and timely grant financial reports and reimbursement requests.
- Reconcile grant revenues and expenses monthly and investigate variances.
- Assist with preparation of single audit requirements.
- Maintain supporting documentation for audits, monitoring visits, and funder reviews.

Budgeting & Collaboration:

- Collaborate with program and leadership teams to develop grant budgets and modifications.
- Monitor spending against approved grant budgets and communicate risks proactively.
- Support grant proposal development by providing financial data and budget narratives.

Accounting Operations:

- Maintain accounting records in accordance with GAAP and nonprofit accounting standards.
- Support month-end and year-end close related to restricted funds and grants.
- Assist with cash flow forecasting related to grant reimbursements and advances.
- Ensure proper classification of restricted versus unrestricted funds.

Audit & Internal Controls:

- Support annual audit activities related to grants and funding compliance.
- Maintain strong internal controls over grant accounting processes.
- Recommend process improvements to strengthen compliance and reporting accuracy.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- 3–5 years of grant accounting experience, preferably in a nonprofit setting.
- Experience with federal and state grant reporting and reimbursement processes.
- Working knowledge of GAAP and nonprofit accounting principles.
- Proficiency Microsoft Excel essential and in QuickBooks (highly desired)
- Experience supporting audits and compliance reviews.

LANGUAGE SKILLS

Ability to respond and communicate effectively with clients, support family members and referral sources. Ability to speak effectively before groups of clients, collaborative agencies, or employees of the Agency.

REASONING ABILITY AND TECHNICAL SKILLS

Sufficient computer skills to operate email, Internet, Microsoft Office, and **QuickBooks**. Ability to apply principles of logical or therapeutic thinking to a wide range of clinical and practical problems. Judgment when seeking supervisory consultation.

WORK ENVIRONMENT: This position is in a standard office environment with potential for limited remote work with approval of direct supervisor.

TRAVEL: Some local and state travel is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Routine office mobility.
- Occasional lifting of boxes.
- Ability to comfortably speak for an hour or more.
- Sustained posture in a seated position for prolonged periods of time.

- Must have valid driver's license and utilize personal vehicle.

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT:

TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-time

Benefits:

- Employer-sponsored medical, dental, and vision insurance
- 401k Retirement plan
- Generous vacation and sick leave and paid holidays
- Additional Paid Time Off (PTO)
- Long-term and short-term disability coverage
- Employee Assistance Program (EAP)
- Parental leave
- Professional development assistance

Schedule:

- 8 hour shift
- Monday to Friday