



Now Hiring! Grant Accountant Manager

Work Environment: On-Site, Full Time

What's in it for you!?

- Ability to serve as an advocate and empower survivors of domestic violence and sexual assault.
- Work for a nonprofit agency with dedicated individuals who are passionate about serving this specialized population.
- 100% Company Paid Employee Medical, Dental & Vision Coverage.
- 401(k) with company match.
- Salary: \$60,000

Job Summary:

In this role, you will be responsible for reviewing invoices, assigning appropriate account numbers and processing payments. You'll work with accounting, payroll, spreadsheet and word processing software to create reports and create assignments.

What You'll Do:

- Review accounts payable and receivables, as well as online donations and assign account numbers.
- Prepare and deliver bank deposits or cash transfers to appropriate banking institutions and enter into the general ledger. Prepare bank reconciliations.
- Work with the VP of Finance to reconcile all grants quarterly and annually. Assist with annual audit and grant reporting.
- Process all State of NJ grants account receivables. Input annual budget and modifications into accounting system.
- Generate reports using accounting, payroll, spreadsheet and word processing software.
- Performs other related duties as assigned.

What You'll Need:

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- Previous experience in a non-profit accounting setting.
- Knowledge of current accounting software, spreadsheets, databases, and word processing software.
- Excellent verbal and written communication skills; bilingual preferred.
- Valid driver's license is required.

Send cover letter and resume to Nathalie Nelson at nsn@womanspace.org

Who We Are: www.womanspace.org

Womanspace, Inc. is a leading nonprofit agency in Mercer County, New Jersey, that provides a comprehensive array of services to individuals and families impacted by domestic and sexual violence and dedicated to improving the quality of life for adults and their families. Programs include crisis intervention, emergency shelter, counseling, court advocacy and housing services.

An Equal Opportunity Employer. We celebrate diversity and condemn racism, racial injustice and discrimination in all forms. We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. We are committed to providing all qualified applicants an equal opportunity, and it is our intention that selection decisions be based on job-related factors.