



COLORADO YOUTH
FOR A CHANGE
youthforachange.org

Grant Accountant

REPORTS TO: Senior Director of Finance and Administration

FLSA Status: Non-exempt

Organization Overview: Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. From serving 55 students in 2005 to 2,700 in 2020, CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Corps for a Change, Reading Corps, and Math Corps) to PreK through high school aged students. This is a part-time (10-20 hours per week) non-exempt position with a rate of \$25.00 per hour.

Position Summary: The Grant Accountant is responsible for overseeing financial and grant services in the organization. They are responsible for performing accounting and administrative tasks such as invoicing, monitoring post-award budgets, maintaining grant files, preparing and processing financial statements, conducting audits and assessments, along with identifying and resolving discrepancies. They may also prepare forecasts and models, supervise grant budgets, and submit regular reports to managers. Moreover, a grant accountant must comply with the state, federal, and local financial laws and regulations, keeping abreast of the latest changes.

Essential Functions

- Help in the preparation of grant budgets
- Prepare city, state, and federal reimbursements requests
- Oversee invoicing of school district partners
- Assist program managers with funding proposals through the creation and review of budgets including financial and narrative support
- Input and monitor post-award budgets
- Create and maintain electronic grant files on the shared accounting drive for each award/contract
- Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, and grant closeout functions
- Advise on allowable activity within the State and Federal program from a financial perspective
- Reconcile all grant ledger accounts relative to expenditures, revenue and obligations
- Coordinate and engage with grant writers and senior leadership
- Assist in the processing of accounts payable

Commitment to Organizational Culture and Values

- Commit to operate within a framework that centers CYC's organizational values of growth, inclusion, integrity, excellence, and community
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
 - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities.
 - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps tutors, and students.
 - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps tutors, and community members with varied identities and life experiences.
 - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability.
 - Support and participate with your team to develop and meet goals around anti-oppression work.

Other Duties

- Attend and participate in staff and team related meetings and trainings as required
- Speak on behalf of the organization when appropriate
- Run errands as needed using personal transportation
- Perform other duties, responsibilities, and special projects as assigned

Knowledge, Skills, and Abilities

- Computer skills in Microsoft Word, Excel, QuickBooks and virtual platforms
- Excellent written and oral communication and interpersonal skills
- Ability to be self-directed, effectively working independently to meet deadlines and to also be part of a team
- Excellent attention to detail and ability to be highly organized and to work under pressure and manage multiple deadlines
- Ability to contribute to a positive morale
- An ability to "change gears" and work collaboratively with internal staff and external partners
- Appreciation of clear and appropriate boundaries with students, AmeriCorps tutors, and school staff
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change

Minimum Qualifications

- 5 + years' experience in accounting with nonprofit operations preferred

- Bachelor's Degree in Accounting or an emphasis in Accounting with at least two years related experience
- In lieu of a degree, 5+ years' experience in a non-profit with federal and/or state grants
- Experience managing Federal Grants preferred

Grant Accountant

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking		X			
Standing		X			
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping			X		

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Using Foot Controls		X			
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current		X			
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone					X

	NA	NE	O	F	C
Communicating through speech				X	
Communicating by writing/reading				X	
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date