Position Description

TITLE: Senior Grants Accountant
DEPARTMENT: Finance
FLSA STATUS: Exempt
LOCATION: Arlington, VA (remote during COVID)

THE CONSERVATION FUND
The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, in its 33-year history The Conservation Fund has protected more than eight million acres of critical conservation property worth $6.8 billion across all 50 States.

POSITION SUMMARY
The Senior Grants Accountant administers government awards for The Conservation Fund, with a primary focus on U.S. Federal Government awards. A relatively new position at the Fund, this role offers a unique opportunity to help develop and implement new processes for the management of approximately 20-30 Federal awards per year, from a variety of agencies. While the primary focus is Federal awards, over time the Accountant may also provide support in the administration of state/local and private grants.

The Senior Grants Accountant reports to the Controller and works very closely with the Government Relations and Legal Departments and program staff. The position supervises no staff but may be called upon to lead or direct the work of others on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The Senior Grants Accountant serves as the organization’s 2 CFR 200 (“Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”) subject-matter expert. The Accountant partners closely with the Government Relations team to support conservation practitioners across the organization in all aspects of Federal awards -- application, administration, accounting, and compliance -- ensuring programmatic commitments are met and funds are appropriately accounted for and managed for compliance.

Specific duties include but are not limited to the following:
- Participate in the entire federal award cycle, from initial grant application to closeout. Review application materials and OMB standard forms, proposed federal award agreements, budget modifications, reporting, etc.
- Working closely with program staff, monitor all aspects of federal award compliance during the grant term. Ensure appropriate approvals, documentation, submission of reports and deliverables, procurement procedures, and allowability of expenses charged to the award.
- Serve as the lead for all federal award payment systems and user accounts.
- Submit invoices to funders and ensure appropriate application of payment.
- Maintain the auditable grant file, prepare SEFA, and support the annual Uniform Guidance audit.
- Assist with the calculation and negotiation of the organization’s Negotiated Indirect Cost Rate Agreement (NICRA).
- Provide staff support and education, developing internal documentation and training materials to guide staff in fulfilling their responsibilities related to federal funding.
QUALIFICATIONS

- Bachelor’s Degree in Accounting, Finance or related field and 4 years’ related experience.
- Experience with Federal award accounting and management.
- Expert knowledge of 2 CFR 200; relevant certifications and/or implementation experience preferred.
- Strong attention to detail. Ability to analyze and apply relevant regulatory framework to moderately complex transactions.
- Experience with accounting systems, general ledger reports, and high level of proficiency with Microsoft Excel.
- Good organizational, communication, and interpersonal skills. Flexible and reliable self-starter comfortable in a dynamic work environment.
- Commitment to The Conservation Fund’s mission and values.

The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

To learn more about The Conservation Fund, visit us at ConservationFund.org.

Interested candidates must submit a cover letter and resume to careers@conservationfund.org.