

JOB DESCRIPTION

Position Title	Department	Reports to
Contracts and Grants Accounting Analyst	Finance	CFO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	12/10/2025

POSITION SUMMARY

- A Contract and Grants Accounting Analyst (CGAA) will report to the Chief Financial Officer, and will manage the financial lifecycle of grants, ensuring compliance with federal, state, and funder rules by handling budget setup, financial reporting, expenditure tracking, receivables, audits, and grant closeouts, requiring strong analytical skills, Excel proficiency, and knowledge of accounting principles. The CGAA shares the agency's vision of excellence with heart.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of the position include, but are not limited to the following:

- Oversee the financial aspects of grant portfolios (federal, state, county, local and private) from set up to closeout, including entering budgets, managing expenditures, and tracking receivables.
- Monitor for compliance with OMB Uniform Guidance, agency-specific rules, and internal policies, preventing disallowed costs.
- Function as an MIP expert user and recommends workflows within the MIP program.
- Utilize MIP reporting to create monthly budget to actual reports, analyze general ledgers, and review revenue and expenditures per grant.
- Analyze financial transactions, reconcile general ledger accounts, and perform budget-to-actual comparisons.
- Analyze general ledgers to ensure grant expenditure compliance.
- Reconciles financial discrepancies for each grant as needed.
- Utilize Excel spreadsheets and/or grant management software to analyze financial expenditure for each grant.
- Timely and accurately prepares monthly financial statement packages by program and grant.
- Complete mid-year and end-of year closeout reports.
- Assist with internal and external audits (e.g., A-133/Single Audit/SEFA) and manage the financial closeout process for grants.
- Partner with program managers, investigators, and funding agencies to resolve issues and meet deadlines.
- Function as a liaison between Finance and Program staff.
- Participates in teamwork related functions as needed.
- Demonstrate excellent verbal and written communication with department supervisors, managers and co-workers.
- Assists with analyzing existing department policies and procedures to identify areas for improvement.
- Assists in developing a Grants & Contracts Procedures Manual and Flowchart.
- Maintains the agency's confidence and protects operations by keeping financial and sensitive program information confidential.
- Assists with special projects and other duties as assigned.

- Strong Excel, accounting software (e.g., MIP, QuickBooks, ERPs), and financial analysis skills.
- High proficiency with Excel functions such as VLOOKUP, Pivot Tables, and basic equations.
- The ability to type accurately; proficient in use of 10-key and other office equipment; intermediate computer skills including experience with Microsoft Office products, including but not limited to Word, Excel, and Outlook; ability to learn and use the YWCA-SGV PC hardware and software
- Strong understanding of GAAP, federal regulations (Uniform Guidance), and public accounting principles.
- Ability to perform complex financial analysis, review data, and resolve discrepancies.
- Analytical ability to quickly assess the agency's financial and program needs and offer solutions that follow the agency's policy and procedures.
- Excellent written and oral communication for reports and interactions with diverse stakeholders (Executive team, managers, public/private funders, etc.).
- Strong project management, multitasking, and attention to detail.
- Proficient in English grammar and spelling with excellent oral and written communications.
- Willingness to attend training seminars and meetings outside normal working hours.
- Must have a proactive and positive attitude toward supervisors, co-workers, and the YWCA-SGV's mission.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- BA degree in accounting, finance, business administration, or related field.
- Minimum of 5 years working in nonprofit's finance and/or grants and contracts management and program team.
- Minimum of 2 years' experience with MIP Fund Accounting Software, or similar software with strong report writing capabilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

YWCA IS ON A MISSION

eliminating racism
empowering women
ywca
San Gabriel Valley

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.