

POSITION: Grant Accountant (Full-time)

COMPENSATION RANGE: \$50,000 - \$66,000

BENEFITS: PTO; medical, dental and vision plans; retirement plan

ORGANIZATION DESCRIPTION: Our mission at Collaboratory is to coordinate solving Southwest Florida's major social problems by 2040.

Collaboratory is a community foundation, a public charity, founded in 1976, with an evolving set of priorities. We believe strongly in the traditional work we do, but we are also committed to making a deeper impact - going to the root cause of the social issues plaguing our region and changing systems. Much like the last 49 years have shown us, we cannot solve these issues in silos. In our effort to coordinate the solving of our region's social problems by 2040, we are bringing people together - leaders, local workers, involved community members, and impacted residents - to coordinate the solving of these important issues. Collaboratory is coordinating this effort, with feedback loops and the use of state and local data. This effort is fluid and ongoing.

Position Description: The Grant Accountant will be responsible for overseeing all financial and transactional aspects of the federal project, ensuring effective management of grant funds, drawdowns, and subawards. This role includes managing Collaboratory's federal project budget, ensuring compliance with grant requirements, and coordinating financial reporting for subawardees.

ESSENTIAL FUNCTIONS:

Key Responsibilities (75%):

1. Manage all financial transactions related to the federal project, including drawdowns, payments, and subawards.
2. Oversee and manage Collaboratory's federal project budget, ensuring alignment with grant guidelines and objectives.
3. Coordinate financial reporting and compliance for subawardees, ensuring timely submission of accurate



documentation.

4. Monitor grant funds to ensure proper utilization and adherence to budgetary constraints.
5. Prepare and submit regular financial reports to grant funders, highlighting key transactions and expenditures.
6. Ensure all grant-related financial transactions comply with relevant regulations, funder requirements, and organizational policies.
7. Collaborate with project stakeholders, including subawardees, to provide financial oversight and guidance.
8. Conduct audits and reviews of subawards to ensure proper financial management and adherence to the terms of the grant.
9. Identify and resolve financial issues or discrepancies related to grant management and project implementation.
10. Provide financial support and guidance to the CLEAR project team to ensure responsible stewardship of grant funds.

Additional Responsibilities (25%)

- Promote Collaboratory's public image and obtain public support for the mission.
- Performs other job-related tasks as assigned by Controller or Chief Financial Officer.

Qualifications:

- Bachelor's degree required from an accredited college or university, or experience equivalency as determined by Collaboratory.
- Ability to fulfill job responsibilities with minimal supervision. Understanding of and ability to apply accounting principles, concepts, practices and procedures.
- Advanced proficiency in systems, recordkeeping, reports and the use of personal computers (including such programs as Excel and Word). Experience working with accounting and information systems preferred.
- Advanced negotiation skills with ability to deal



effectively with a variety of people at all levels; good oral and written communication skills.

- Ability to coordinate and handle a variety of events and several projects at one time.
- Ability to deal effectively with a variety of people at all levels; good oral and written communication skills.
- Analytical and problem-solving abilities.
- Detail-oriented with a focus on accuracy and compliance.

Special Requirements

- Must possess the highest ethical standards, honesty, integrity, professionalism, politeness, courteousness, a positive attitude, dedication to quality and accuracy, and an ability to work well with co-workers in a small office.

GRANT FUNDED POSITION:

This position is currently grant funded. The current grant that supports this position **expires November 30, 2027**. While no assurances can be provided for future funding beyond this initial grant, Collaboratory routinely pursues and receives funding from grant and non-grant sources and will make every attempt to sustain this position beyond the term of the initial grant.

AVAILABILITY: Interviewing will start immediately and continue until the positions are filled. Please email a cover letter and resume with a subject line of “Application for Grant Accountant” to hr@collaboratory.org.

Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws. Collaboratory is an EOE and participates in the Federal E-Verify program.

