



Job Title: Staff Accountant – Grants and Contracts

Location: Washington, D.C.

Start Date: ASAP, Flexible

About Us

Development Gateway (DG) is an international nonprofit organization that creates innovative information management and data visualization technology, implements data-focused programs, and conducts research and evaluation to further sustainable development: www.developmentgateway.org

Agriculture is a growing strategic focus for DG. We support public and private sector actors in collecting, analyzing and using data in the agriculture sector. Our partners in this work include The Bill and Melinda Gates Foundation, the Governments of Malawi and Senegal, USAID, and the Hewlett Foundation.

We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor.

About the Role

The Staff Accountant will be primarily responsible for maintaining/managing contract files, keeping up-to-date invoicing to contractors/grantor agencies, maintaining professional relations with program grant/contract monitors, and assisting Development Gateway’s Finance Department with other duties assigned by the Director of Finance.

Essential Duties & Responsibilities

- Prepare all required grant and contract invoices for submission to the appropriate agencies and post to sub-ledger and GL in a timely fashion as required by grantor
- Maintain filing system for grant & performance contracts, checks, correspondences, invoices, grant reconciliations and reports pertaining to each award
- Maintain up-to-date database of all contracts, inclusive of target dates and renewals; proactively advise management in advance of any pending triggers, deadlines or termination dates
- Review grant spending reports with program managers on a monthly basis to assist them with budget to actual analysis, and provide feedback on the milestone and actions to be taken
- Assure all reports, invoices and renewals are in compliance with schedules stipulated in the grant or contract awards

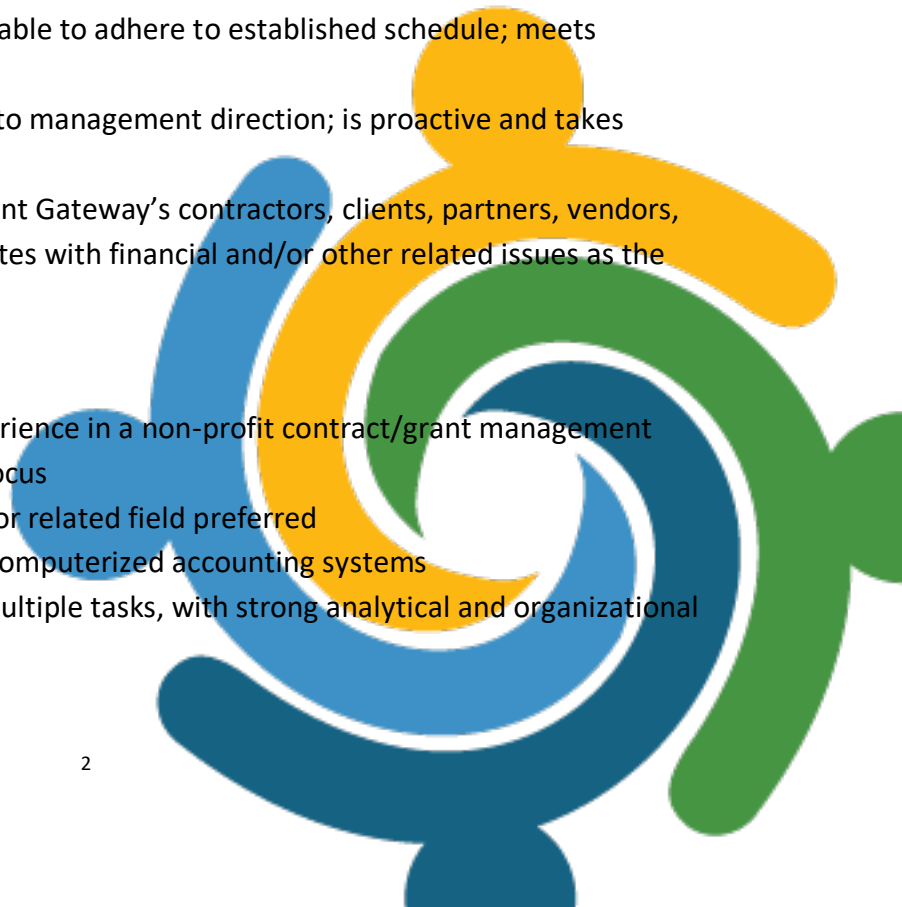
- Reconcile monthly grants account to assure all grant revenues, and expenses, accounts receivable and deferred revenues are recorded in the appropriate months
- Release Temporary restricted revenues on a monthly basis
- Follow up with grantors regarding invoice payment status and document on the receivable status report on a monthly basis
- Prepare assigned functions required for month-end closing.
- Work closely with program staff and finance team to coordinate and provide documentation for auditors
- Perform other tasks as requested by the Director of Finance

Competencies

- To perform the job successfully, an individual should demonstrate the following competencies:
- Actively contributes to building a positive organizational spirit; able to put the success of the organization above own interests; supports everyone's efforts to succeed; must be able to work well in a multidisciplinary global team setting
- Focuses on problem-solving in cooperative manner---is solution-oriented; able to maintain a professional demeanor
- Demonstrates excellent written and verbal communication skills
- Contributes to profits (revenue), and helps to conserve company resources
- Shows respect and sensitivity for cultural differences; treats others with respect and consideration regardless of their status or position
- Follows policies and procedures and strives to enact improvements where possible
- Is dependable, conscientious and able to adhere to established schedule; meets deadlines consistently
- Follows instruction and responds to management direction; is proactive and takes responsibility for own actions
- Provides assistance to Development Gateway's contractors, clients, partners, vendors, colleagues and professional affiliates with financial and/or other related issues as the need arises

Education and/or Experience

- Minimum of two (2) years of experience in a non-profit contract/grant management setting, preferably with a global focus
- Bachelors in Accounting, Finance or related field preferred
- Proven experience working with computerized accounting systems
- Ability to prioritize and manage multiple tasks, with strong analytical and organizational skills required



- Ability to work effectively on a diverse team with globally dispersed program staff, grantors, donors, and professional affiliates
- Knowledge of 2 CFR 200, Federal Acquisition Regulations (FAR) and AIDAR
- Experience with working with USAID/OTI/CDC contracts, cooperative agreements and grants required
- Ability to prepare budgets of medium complexity
- Experience with working in MS Office Suite and Adobe Acrobat

