

April 17, 2009

POSITION AVAILABLE

TITLE: **Grant Accountant**

QUALIFICATIONS: Bachelor's Degree in Accounting and at least 3 years experience in grant accounting and the related general journal entries in a not-for-profit environment required. Knowledge of Microsoft Office applications a must; knowledge of MIP accounting software a plus.

RESPONSIBILITIES include but are not limited to:

- Grant accounting, including:
 - Analysis of monthly expenditures of federal, state and city grants
 - Preparation of monthly claims for reimbursement of federal, state and city grants
 - Plan and prepare annual grant budgets
 - Budget modifications, as needed
 - Preparation of grant closeout packages
 - Communication with the applicable funding sources
 - Preparation and analysis of grant funded program profit and loss statements
 - Liaison with auditors from funding sources
- General accounting journal entries related to personnel and fringe benefits expenditures and grant closeouts
- Set up schedule of fixed assets
- Preparation of the annual state Consolidated Fiscal Report
- Preparation of schedules for external audit

To apply, please mail or fax resumes with cover letter to:

Project Renewal, Inc.
Human Resources Department
200 Varick Street (9th Floor)
New York, NY 10014
Fax: (212) 243-4755