

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

### **About this position:**

The United States Congress appropriated \$2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

**UPO Workforce Institute (WFI) is seeking an energetic and experienced individuals to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employees will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidates will need to have the right complement of skills and personality.**

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Accountant/Grants Specialist (CARES Act/Stimulus Project)  
**DIVISION/OFFICE:** Executive Office – CARES Act Stimulus Project  
**BULLETIN No:** 03052021  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** May 17, 2021  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

### **MAJOR DUTIES:**

Responsible for all CARES Act Stimulus Project grant-related finance functions. Perform accounts receivable, general ledger, budgeting and compliance functions, including preparation of reports to funding agencies and board of directors. Monitor and review the accounting data produced by the Accounts Receivable, Accounts Payable and Payroll Function for quality control. Establish and enforce proper accounting methods and principles.

**Vacancy Announcement**  
**Accountant/Grants Specialist /CARES Act/ Stimulus Project**  
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**BRIEF DESCRIPTION:**

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Prepare, record, track and follow-up on all CARES Act related billing and invoicing. Collaborate with UPO finance team to ensure proper and timely billing of CARES Act funds. Maintain billing log and checklist to monitor invoicing activity. Identify and code all grant related payments. Assist divisions in developing a budget timeline in line with approved program plan. Generate/prepare and reconcile all accounts receivable reports, including aging, customer ledger, and other financial reports. Reconcile billing discrepancies with program staff on a monthly basis. Prepare a schedule of monthly billing and cash receipts for the program/funding source and a master schedule summarizing all billing and receipts. Prepare accounts receivable report for bank submission as needed. Maintain an updated comprehensive list of grant programs. Adhere to monthly, quarterly, and, annual closing process to ensure timely financial reporting. Assist with compiling annual operating budgets for CARES programs and offices.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree with a minimum of seven (7) years of relevant accounting experience including some prior experience in a non-profit environment; must have a general knowledge of government contractual requirements and funding procedures; high level of proficiency with MS Office (Excel, Word and Power Point). Must be able to deal effectively with high level personnel within the organization and with participating agencies. Possess effective communication skills, both written and verbal. Must be self-directed, detail- oriented, and organized, and be able to work independently with minimal supervision. Possess a high level of proficiency with spreadsheet software and centralized accounting system(s) is required. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in Accounting with over 10 years of accounting and financial experience with a non-profit organization. Minimum 5 years progressive experience in federal grant management including procurement and sub-recipient monitoring. Experience working in a 501(c)(3) non-profit organization funded by federal agencies and/or DC government. High level of proficiency with Dynamics SL experience. Familiarity with Prophix software.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position IS NOT covered by the Collective Bargaining Agreement with the CWA Union.**

**[This position is funded by the CARES Act Stimulus project and will end 9/30/2022.](#)**

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**

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**UPO is an Equal Opportunity Employer**

- Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.

**To be considered for this position:**

Submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org)