

Grant Compliance Controller

- **Duties/Responsibilities:** Assists in maintaining an accounting system to accomplish the proper recording and reporting of all operations, transactions, assets and liabilities of the YMCA for all funds; Serves as resource person to management and program personnel in all matters relating to Grant compliance, accounting policies and procedures and internal controls; Prepares reconciliations on a monthly basis; Assists in preparing financial statements and all reports required by management, the Board, and outside agencies; Prepares financial reports monthly for all federal food programs, including CACFP and SFSP; Compiles and tracks all Personnel Activity Reports for all grants requiring these forms; Internal auditing of each grant funding source, ensuring that the association is following all Government Auditing Procedures (Yellow Book); Develops and maintains key professional relationships, including with government contacts; Provides leadership to the annual budget process on all grant funded programs; Implements appropriate systems and internal controls to adequately safeguard the YMCA's financial resources and to provide a solid basis for accurately reporting financial data; Oversees the month-end closings and assists with the quarterly and year end closings and reports; Works with other Directors and staff to accomplish tasks as needed to move the Association forward. Must be available, responsive in a timely manner and use the Y Voice.
- **Qualifications:** B.A. Degree in related field preferred; Minimum of two to four years of experience in accounting and grant compliance; Experience in a nonprofit environment preferred; Knowledge of grant funding, auditing, and internal controls; Knowledge of and expertise with computerized accounting and data systems; Ability to develop and use spreadsheets and standard business software systems; Excellent verbal and written communication skills; Possess understanding of the nature and purpose and mission of the YMCA; Must possess the demeanor to work effectively with all levels of staff; Must be able to maintain professionalism and confidentiality at all times; Must possess excellent organizational skills, ability to multi-task and problem solve; As a YMCA Business Driver, the employee must possess a valid/current CA Driver's License or other valid state driver's license and must provide to the Y proof of minimum CA vehicle insurance coverage upon request & must also maintain an approved/acceptable driving record to continue as a Y Business Driver. An annual MVR (Motor Vehicle Report) will be conducted by the Y. Employees who are YMCA Business Drivers who do not maintain an acceptable driving record may be prohibited from being a Business Driver which could affect employment status; Must submit to and comply with all requirements for employment including, but not limited to, a criminal background check, drug/alcohol testing, health screening, TB test.
- **Hours:** Full-Time Exempt
- **Wage:** \$65K to \$70K
- **Worksite:** Administration Office
- Refer to Job Description for full duties/qualifications of the position available from H.R.

How to Apply:

Please visit our website at www.anaheimymca.org to apply online (Resume will **NOT** be accepted in lieu of application).

The Anaheim Family YMCA is an Equal Opportunity Employer. Employer Information on Anaheim Family YMCA job opportunities is also available online at:

<http://www.anaheimymca.org/anaheimymcajobs/>