



## **NEW ORLEANS BUSINESS ALLIANCE: GRANT ACCOUNTANT**

The Grant Accountant provides direct support for the New Orleans Business Alliance's (NOLABA's) restricted grants supporting the Talent & Workforce Development workstreams. The Grant Accountant reports directly to the Chief Financial Officer, and may be supervised by other Directors and Program Managers on grant-specific projects.

### **ESSENTIAL DUTIES:**

- Plan, organize, and coordinate the centralized accounting and financial reporting for assigned grant portfolio, including: preparing annual and project budgets, actual v. budget reporting, forecasting revenue, estimating any carry-over funds from one year to the next.
- Research issues, prepare invoices/billings and collect funds for the support of restricted fund expenditures.
- Prepare or assist in the preparation of all applicable fiscal reports for sponsored programs and ensures timely submission thereof.
- Compile year-end reports, work papers and analysis necessary for the external auditors to complete yearly audit.
- Maintain grant fiscal records and database.
- Oversee grant compliance and processes as it relates to grant accounting, to ensure compliance with funding source and administrative guidelines.
- Provide support to NOLABA team members during the grant research and application process.
- Other finance duties as assigned.

### **QUALIFICATIONS & JOB REQUIREMENTS:**

- Bachelor's degree in Accounting, Finance or Business Administration from four-year college or university is preferred
- 2 years of general accounting experience or equivalent experience managing grants. This includes processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and or/annual reporting.
- Experience working in financial management software QuickBooks
- Excellent communication skills (both verbal and written).
- Must demonstrate proficiency in MS Office Suite, with particular mastery of Excel.
- Cooperative team player; able to work in a fast-paced environment
- Solid in understanding and implementing performance-based measurements and outcomes
- Proven leadership and motivational skills



**Attributes:**

- Vision
- Interpersonal skills
- Communication skills (written and oral)
- Team building ability
- Sense of humor
- Resourcefulness
- Comfort with complexity
- Ability to adapt and thrive in an entrepreneurial environment
- High ethical standards and commitment to fairness and equity

**Physical & Mental Demands:**

- While performing the duties of this job, the individual is regularly required to speak and hear
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Read and interpret data (emails, memos, letters, etc.)
- Ability to maintain visual attention and mental concentration for significant periods of time
- Ability to analyze and interpret data
- Ability to effectively communicate with superiors, peers, and subordinates
- Ability to lift files, open filing cabinets, and bend or stand as necessary; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Working Conditions:**

- While performing the duties of this job, the individual is occasionally required to travel within the New Orleans area.

**NOTICE:**

- Applicants must be currently authorized to work in the United States for any employer.

**Application Process:**

To apply for this position, send the following documents via email to [Careers@nolaba.org](mailto:Careers@nolaba.org):

- Resume
- Cover Letter

In your email, please note “*NOLABA Grant Accountant*” in the subject line.



**NOLABA is an Equal Opportunity Employer**

New Orleans Business Alliance (NOLABA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. NOLABA complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

NOLABA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of NOLABA employees to perform their expected job duties is absolutely not tolerated.

All NOLABA employees are subject to the Organization's Public Records Policies and Procedures.