

## Grants and Budget Accountant

### Position Announcement & Summary

The Mental Health Association of Maryland Inc., a non-profit 501(c)3 organization, is seeking a highly skilled and motivated Grants and Budget Accountant (GBA). This is an excellent opportunity to join a growing and evolving, high-impact organization. Position is Flexible Remote Work Eligible. If you're looking for a new and exciting opportunity, apply now!

The Grants and Budget Accountant is responsible for managing monitoring, maintaining, and providing financial accountability for all Mental Health Association of Maryland and BrainFutures' portfolio of grants, ensuring compliance with granting agency regulations and laws. The GBA also provides formulation, maintenance, and analysis of the organization's annual operating and capital budget. The GBA position is vital to the accuracy and timeliness of grant accounting, budget management, and analysis of the organization's grant funds. The GBA reports to the Director of Finance.

Full time salaried, exempt with flexible remote work eligibility. We offer competitive salary and an excellent benefit package

### Duties and Responsibilities

- Completes a wide range of complex budget functions related to the development and execution of the organization's annual and multiyear budgets. Performs complex program-based budget formulation work involving a collaborative budget development approach. Performs budget execution and administration work involving the monitoring of obligations incurred and the actual expenditures of funds for agency operations and programs. Monitors and maintains multiple levels of budget segments in MIP and enters budget modifications as necessary
- Works collaboratively with the development team and program leadership as a key participant in the grant applications process. Drafts proposed grant budgets and budget narratives, completes and obtains other fiscal related documents as required, and provides coordination of submissions and related reporting as needed.
- Monitors and manages compliance with each grant throughout its lifecycle. Thoroughly reviews incoming awards; identifies and manages all reporting deadlines; advises on allowable uses of grant funds; analyzes issues of cost appropriateness; develops indirect cost analysis; ensures correct allocations of staff to payroll; prepares all grant financial reports and drawdown invoices (with backup documentation) as per required schedules including serving as the fiscal contact to grant funders.; responds to all financial inquiries from funding agencies; completes accurate and timely budget modifications and required 440 annual reconciliation reports. Manages and maintains the organization's master grants inventory schedule.
- Works collaboratively with other members of the finance team to adequately manage billing and expense accounts for all grants. Creates budget reporting templates and maintains other system parameters in the MIP Abila software system. Analyzes and reviews expenditures of funds for grants to ensure compliance
- Works closely with program leadership to ensure appropriation of eligible expenditures by grant funding sources and provides financial guidance and assistance as needed. Creates and distributes timely grant budget vs actual spending reports and forecasts as needed. Applies knowledge of grant rules and regulations, as well as GAAP, to evaluate spending and counsel programmatic staff leadership
- Assists with fiscal year-end close-out functions including encumbrances, accruals, budget amendments and balancing of program accounts. Prepares for A133 audits to include maintaining the Schedule of Federal Awards report
- Monitors applicable federal regulations for changes in policies, procedures, and guidelines and of grants and contracts and communicates to appropriate staff
- Completes other duties as assigned

## Qualifications

- Bachelor's Degree in Accounting, Finance or Business
- 3+ years of non-profit fund accounting experience; grants management and financial reporting of public and private grant accounting processes in a 501c3 organization
- Demonstrated precision with preparing complex program-based budgets, capital budgets, and forecasting
- Substantial knowledge of accounting, financial and budget policies, and procedures. Significant knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting and Financial reporting Standards
- Advanced technical experience in the use of financial software to develop and maintain financial models and automated financial reports. Experience with MIP Abila is preferred
- Strong analytical skills to develop and interpret complex reports, and related documentations
- Ability to handle multiple ongoing projects and prioritize based on current need
- Excellent clear and concise communication skills with the ability to effectively collaborate with/translate financial concepts to colleagues who may or may not have a finance background
- Ability to work in sensitive situations and maintain confidentiality
- Personal qualities of integrity, credibility, and commitment. A motivated independent thinker who has a passion for the mission of MHAMD and BrainFutures

**Position is full time salaried, exempt, with flexible remote work eligibility**

**We offer competitive salary and full benefit package including paid health, dental, life, STD, LTD, HSA, FSA, 403b and generous PTO**

## Organization

The Mental Health Association of Maryland brings together consumers, families, professionals, advocates, and concerned citizens for unified action in all aspects of behavioral health. We envision a just, humane, and healthy society where everyone is accorded respect, dignity, and the opportunity to achieve their full potential—free from stigma and prejudice.

**BrainFutures is a national nonprofit dedicated to improving human outcomes by assessing and advancing the practical applications of new scientific understanding of the brain. By providing objective evidence-based information about what works and clearing policy and practice pathways, we aim to maximize human potential and ameliorate pressing social challenges.**

*MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.*