

# Job Posting – Grant Accountant

## Organization Overview

A leader in child development, Penfield Children's Center creates a positive start in life for infants and children, many of whom have developmental delays or disabilities, by providing early education, health services and family programming. To carry out its mission, Penfield delivers research-based programs at the critical time of early brain development when physical, cognitive, language, social, and self-help skills are formed.

Penfield Children's Center is named in honor of Dr. Wilder Penfield (1891-1976), a world-renowned neurosurgeon who strongly advocated early intervention for children with developmental delays and disabilities. His quote, "never underestimate the capacity of the very young, and never, never let them down," has been the foundation of Penfield's mission since 1967. His knowledge and wisdom underlie our philosophy of care for infants and young children even today.

Today, serving more than 1,700 children annually, Penfield offers high quality integrated services and a safe and stimulating environment for children, families and community partners to maximize early development and learning.

### What we Do

- We communicate effectively, give feedback honestly and receive it with an open mind
- We use data and processes to drive decisions
- We celebrate success and learn from our mistakes
- We work to find balance in our personal and professional life
- We provide the same care and compassion to our colleagues and ourselves that we share everyday with the people we serve

**Penfield is committed to enhancing our environment through diversity, equity, and inclusion. Our commitment to these principles is grounded in our ability to carry out our agency's core values to adequately serve children and families.**



## Position Highlights

The Grant Accountant is responsible for maintaining financial, accounting and grant support services in order to meet the needs of the organization and the donor. This position is responsible for providing comprehensive oversight of all gift processing, gift stewardship and donor database activity within *Blackbaud Raiser's Edge NXT*, our Fundraising and Donor Management Software. The Grants Accountant is an integral member of the Finance Team that provides support for the Development Team for the annual development strategic plan for Penfield Children's Center and Penfield Montessori Academy.

This position is also responsible for the operations of post-award grant administration and related accounting duties. Working closely with the Finance Director, Chief Financial Officer, Development Director and Grants Manager, the Grant Accountant will focus heavily on tracking of funds received, compliance, reporting, budgeting and variance analysis functions. This position is established to work in close collaboration with the Development Team and accurately account for all funding received, thoroughly analyze variances to budget and clearly communicate these results to management. The Grants Accountant reports to the Director of Finance while working collaboratively with Leadership at both Penfield Children's Center and Penfield Montessori Academy.

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## Qualifications

- Bachelor's Degree in Accounting or Finance, or related field
- 1-3 years experience in Non Profit accounting.
- Experience with Donor Management Software preferred
- Management and budget experience
- Knowledgeable of GAAP
- Excellent organizational skills and attention to detail
- Excellent communication skills – written and oral
- Computer literacy required: efficiency in Microsoft office, including strong Excel skills. Ability to learn new programs
- High level of confidentiality and business ethics
- Able to work well both independently and as a member of a team
- Able to work at a computer station for extended periods of time
- Manual dexterity required for typing on a computer keyboard
- Ability to lift or move objects of 25 lbs. or less
- Actively demonstrates a commitment to understanding and advancing diversity, equity and inclusion efforts.
- Understands, exhibits and promotes the Penfield Core Values.

- Meeting vaccine standards as outlined in the Bloodborne Pathogens Exposure Control Plan and COVID 19 Vaccine Policy.
- Pay: \$44,232 - \$66,348 annually
- Day shift: Monday to Friday

**To Apply:** Submit a cover letter and resume to [employment@penfieldchildren.org](mailto:employment@penfieldchildren.org)

## Penfield's Core Values

**Lead with Love** - We welcome everyone with compassion and empathy; patience and kindness. To lead with love, we look for the best in our co-workers, our families, and ourselves.

**Grow with Us** - We celebrate our successes and learn from our mistakes. We believe there is always a better way asking questions that challenge the status quo, improve our process and make our work easier. Grow with us allows us to focus on how we can improve ourselves and, in the process, better serve the children and families in our care.

**Better Together** - Together, we can do amazing things. Children and families trust us and depend on us to work as a team to meet their needs. We are better together when we maximize our strengths, the gifts of our colleagues and the commitment of our amazing partners.

**Do What it Takes** - We are determined, motivated and adaptable. We solve problems. We own our work, our actions and our behaviors. We step up to help our co-workers, partners and our families. We do what it takes to get the job done right and done well.

**Be Present** - We bring our best genuine self to everything we do. Being present allows us to bring our passion and commitment to our work to ensure the best possible outcomes for Penfield.