



The Allen Institute for Brain Science, located in Seattle, Washington, is comprised of a multidisciplinary staff committed to understanding how the brain works and helping to unlock the mysteries of neurological diseases and disorders affecting millions worldwide. Serving the scientific community is at the center of our mission to accelerate progress toward understanding the brain and neurological systems. Creating tools and data that advance the pursuits of thousands and thousands of scientists around the world is our contribution to revolutionary neuroscience. To this end, the Allen Institute's resources—each a groundbreaking creation—are free and publicly available online. We have the following, full-time job opportunity for an Grants/Contract Accountant in our Finance group:

Title: Grants/Contracts Accountant
Department: 258
Position #: 1209-01

POSITION SUMMARY:

Provide all pre and post-award grants management, analysis and support as it relates to accounting. Responsible for the fiscal budgeting and management of grants and contracts in accordance with government regulations, sponsor requirements and internal policies and procedures. Oversee and report revenues and expenditures that have been made on specific grants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare all grant and contract budgets in accordance with all related policies, regulations and rules for review and approval by PI's and management.
- Assist PI's in preparation and administration of grant monies by interpreting internal and grant provider policies and procedures.
- Respond to questions regarding mechanisms for capturing or allocating costs.
- Coordinate with other Finance team members on tracking of grant revenue and expenses for proposal submissions and funder reports.
- Reconcile and monitor grant related expenditures, revenue and budgets. Bring any inconsistencies with the approved budget to the attention of the PI and management.
- Collaborate with other internal departments to ensure the integrity of grant expenditure and revenue data.
- Assist in accounting for all grants and sponsored programs.
- Prepare monthly, quarterly and annual financial reports needed for grants by compiling, researching and analyzing data regarding the expenditures and revenues of the grants. This requires detailed collaboration with the PI's to prepare and submit required financial and program reports and deliverables.
- Respond to questions and requests for grant/contract data.
- Assist in annual independent and grantor audits and annual budget development for grants.
- Assist in monitoring sub-recipients during grant period.
- Assist in preparing annual Indirect Rate submission.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge/Skills/Abilities

- Strong background in not-for-profit accounting
- Working knowledge of federal financial reporting requirements
- Able to multi-task and work under stringent deadlines
- Excellent interpersonal skills
- Excellent communications skills, both written and verbal
- Strong personal work ethic

Required Computer Skills

- Word
- Excel – expert level
- Blackbaud Financial Edge (Raiser's Edge helpful)

Education/Experience/Certifications

- Bachelor's degree in Accounting
- Certified Public Accountant (CPA) certification required
- Minimum of 5 years of accounting/budget management experience, including at least 3 years of grant accounting.
- Non-profit financial reporting and accounting experience.
- Experience preparing various grant/contract budgets including RO1, R21, PHS398, Modular, NIH Contracts, and private foundations.
- Experience preparing reports for various grant/contracts including RO1, R21, PHS398, Modular, NIH Contracts, and private foundations.

WORK ENVIRONMENT:

- Travel Required - Frequency: Rarely – possible 1 -2 times per year
- Working at computer and using mouse for extended periods of time
- Sitting, standing, bending, squatting as found in typical office environment
- May be required to be available outside of standard working hours

To apply for this opportunity, please go to the Careers page on our website:

<http://www.alleninstitute.org>

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