

## Job Announcement

**Position Title:** Grants Accounting Specialist

**Position Summary:** The Grants Accounting Specialist will assist the Chief Administrative Officer (CAO) and perform a variety of tasks including basic accounting, data entry, accounts payable management, and administrative duties.

**Duties and Responsibilities:**

- Provide excellent service to internal and external customers
- Assist with maintaining financial & grantee records
- Record, update, and track grantee expenditures
- Provide accounting and clerical support to the CAO
- Prepare and maintain accurate accounting documents and records
- Enter account payables into the financial database
- Function in accordance with established standards, procedures, and GAAP applicable laws
- Manage and track program budgets
- Perform other related duties as assigned

**Minimum Qualifications:**

- High school diploma and college-level accounting coursework. An Associate's degree is preferred.
- Excellent interpersonal communications skills
- Technical knowledge (Microsoft 365, QuickBooks, web-based platforms, and database software)
- Highly organized and self-directed
- Hands-on experience with spreadsheets and financial reports (Proficient in Microsoft Excel)
- Accuracy and attention to detail

**Interested applicants please submit a cover letter including salary requirements and resume to:**

[info@dpsfdn.org](mailto:info@dpsfdn.org).

**Subject Line: DPSF GAS Position**

**NO PHONE CALLS PLEASE**