



United Way  
OF THE GREATER LEHIGH VALLEY

## United Way of the Greater Lehigh Valley Job Posting

### Grant Accountant

Department: Finance  
Supervisor: Chief Financial Officer  
Status: Salary, Exempt, Full-time  
Salary Range: \$60k – \$65k  
Location: Allentown, PA

#### **Position Description Grant Accountant**

The Grant Accountant provides financial oversight and general ledger management for all non-campaign in-bound grants.

#### **Accountabilities:**

1. Manage grant revenues and expenses within the general ledger (50% of time)
2. Manage financial aspects of portfolio of assigned individual grants (20% of time)
3. Lead grant implementation and compliance meetings (5% of time)
4. Collaborate with grant teams to develop grant proposals (5% of time)
5. Manage finance department fiscal year grant information (5% of time)
6. Improve & innovate grant finance processes & utilization of software (5% of time)

#### **Work Experience and/or Education Required**

Bachelors degree required in accounting or a relevant field. 3-plus years of paid work experience in non-profit accounting or grant administration. Relevant education considered in lieu of work experience.

#### **Skills Required**

- Proficient in MS Excel and accounting software (Blackbaud Financial Edge preferred).
- Exceptional eye for compliance and detail.
- Understanding of federal, state and county grant compliance.
- Strong organizational, interpersonal, and leadership skills.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

#### **Benefits Package**

In addition to the base pay and annual merit increases this position is eligible for a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

#### **Work Location**

This position is based in the UWGLV office located in Allentown, PA and is required to report in person to that office at least 3 days a week.

#### **HOW TO APPLY**

Interested candidates may apply via: <https://my.career.place/static/jobs/grant-accountant-cmc93lpyc4qu20iphszkrovp3?source=uwglv>