

Grants Accountant Vienna, Virginia

About JGI

Founded in 1977, the Jane Goodall Institute (JGI) USA is an international non-governmental organization that continues Dr. Goodall's pioneering work on chimpanzee ecology and behavior. Its mission is to promote wildlife conservation, in particular chimpanzee sustainability, through community based conservation, research, and public awareness. The breadth of JGI's mission reflects Dr. Goodall's personal philosophy that the survival of all species, whether chimpanzee or human, depends upon the collaboration of all people.

In 2012, JGI formally adopted an ambitious 30-year goal to protect Africa's wild chimpanzee populations across the range of their natural habitats. In reaching this goal, JGI will capitalize on its considerable strengths and experience gained from working throughout the chimpanzee range, which includes more than 50 years of chimpanzee behavioral research; nearly three decades of developing people and community-centered conservation strategies; expertise in geospatial technology to innovatively map and monitor human and chimpanzee use of forest resources; and its global environmental and humanitarian youth program – Roots & Shoots. Under its Department of Africa Programs (AP) and its 10 Year AP Strategy, JGI USA implements community-based conservation activities through field offices in the Democratic Republic of Congo, Republic of Congo, Tanzania, and Uganda. Under the 10 Year Strategy, it will expand its reach to directly support conservation programs in Gabon, Guinea, Burundi, Cameroon, Liberia, and Senegal. Our Africa Programs partners include but are not limited to the United States Agency for International Development (USAID), Disney Foundation, Arcus Family Foundation, US Fish and Wildlife Services (USFWS), the Turner Foundation, the JP Fletcher Foundation, and a strong individual donor base.

Position Summary

JGI is searching for a Grants Accountant. Reporting to the Vice President, Finance (CFO), the Grants Accountant is a critical role in the finance department of the Jane Goodall Institute. This role is the primary point of contact and is directly responsible for the administration of all aspects of government, foundation and other publicly funded awards, including review of proposals and preparation of budgets, set-up in central finance systems, preparation and submission of all invoices and financial reports to agencies, maintenance of master agreement files, and leading the award closeout process. This individual will design and implement systems to ensure transparency, competition, documentation and cost analysis. With strong expertise in OMB Uniform Guidance requirements, the Grants Accountant will provide support to various functions of the project, including soliciting input from the technical specialists for the overall management and administration of grant portfolios to ensure that the terms and conditions of agreements are met. The candidate will have robust collaboration and problem-solving skills.

Grant Management and Reporting Responsibilities

- Serve as grants management point of contact to internal and external stakeholders.
- Utilize extensive knowledge of U.S. Federal Regulations, especially Uniform Guidance, and private donor requirements to ensure grants are compliant with donor terms and conditions.
- Negotiate acceptable terms and conditions with grantees; monitor grantees in the requirements of proper project management in order to adhere to JGI, USAID and donor regulations, policies and performance. Initiate corrective action if performance falters.
- Review all scopes of work and specifications to be incorporated into grants proposed by staff for contractual consistency, accuracy, and compliance with JGI, USAID and donor requirements, regulations and policies.
- Lead capacity assessments of all grantees, evaluate associated risks and initiate action to mitigate risks.
- Oversee financial reporting on a monthly basis on all federal and private awards.
- Write, implement, and/or maintain institution-wide policies and procedures, mainly grants related. Develop internal guidance, checklists, and templates as needed.
- Provide specific project budget guidance on overhead cost recovery and allocation of staff salaries in line with available level of effort.
- Ensure JGI implements best practices across pre-award and post-award functions,
- Develop systems to ensure HQ and departmental staff are updated on new guidance, best practices, and are implementing standards processes across the organization.
- Support grants management training on specific areas of the Uniform Guidance, agency/donor specific regulations, processes and procedures, and budget development.
- Assist in transition from decentralized structure into a consolidated function that supports standardization. Clarify roles and recommend and support change, where necessary, of roles and responsibilities between HQ and country programs.
- Assist the Senior Controller with the required schedules and overall organization of the Single Audit.
- Must be familiar with US government payment and reporting systems.

Qualifications

- Bachelor's degree in finance/accounting or related field.
- Minimum of 4 years related non-profit grants experience, including proposal budget development, writing and post-award management.
- Experience designing and implementing processes in support of the organization's mission and vision.
- Detailed knowledge of OMB Circular 2CFR200 Section E, 22CFR228, 2CFR700, FARs and AIDARs
- Extensive knowledge of the Uniform Guidance.
- Ability to effectively communicate at all levels and with multiple constituents.
- Strong leadership, diplomatic, analytical and organizational skills, demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with

attention to detail, meeting tight deadlines under pressure.

- Significant experience in the development and negotiation of various grants.
- Experience building capacity of local organizations to adhere to USAID and donor requirements and regulations.
- Previous work experience in a non-profit organization, particularly in an international setting.
- Excellent communication skills including written and communication, and the ability to present to groups of all sizes.
- Solid diplomatic skills, including the ability to effectively manage a variety of internal and external relationships, especially relationships with contractors and grantees.
- Ability to be flexible and work well under pressure in a fast-paced team environment.
- A commitment to JGI's mission and vision with a passion for transformative change.
- Solid computer skills-facility with MS Word, Excel and e-mail/internet software; knowledge of accounting software (NAME of accounting software), desirable
- Ability and willingness to travel to the field (Africa) (10%).

Work Environment

The office is located in Vienna, Virginia. The successful applicant will be in frequent communication with project teams in East and Central Africa.

JGI's offices are located one block from the Spring Hill Road Metro stop on the Silver Line. In addition to excellent health and dental insurance plans, we offer commuter benefits and free on-site parking.

Flexible tele-work arrangement possible depending on selected candidate's skills.

Non-Discrimination Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities. JGI complies with applicable state and local laws governing nondiscrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Application Instructions

Please submit your resume and a cover letter focusing your experience related to this position via email to financejobs@janegoodall.org ensuring you have 'Grants Accountant Position' as the subject of your email. All resumes and cover letters must be submitted no later June 16, 2017 by 5:00 p.m. EST.