POSITION TITLE: Accounting & Grants Coordinator
REPORTS TO: VP of Finance & Operations
FSLA STATUS: Part-time (24-32 hours/week)/Non-exempt
LOCATION: Philadelphia

Key Duties and Responsibilities:

- **Grant Accounting for Corporate, Foundation Grants and Federal Awards**
  - Assist in financial management of grant awards
  - Maintain financial records of all grant funds consistent with audit standards
  - Manage all accounting activity on externally funded grants and contracts including monitoring budgets
  - Ensure that grant expenditures comply with the grants/contracts
  - Calculation of allocations for personnel and other expenses
  - Maintenance of appropriate documentation as required under audit guidelines
  - Prepare reporting for drawdowns of Federal grant funds
  - Lead inter-departmental meetings to discuss and review expenditures and policies and procedures related to personnel, procurement and travel related to grant spending
  - Preparation of required financial reports
- **Employee Benefits Administration**
  - Enrollment and management of employee benefits including healthcare, flexible spending, transportation, and employer sponsored retirement plan
- **Bookkeeping Responsibilities**
  - Input all invoices for payment
  - Collect and enter all credit card forms and transactions
  - Enter all bank deposit information
- Other duties as assigned

Experience, Qualifications & Characteristics

- Bachelor’s degree in Business Administration or Accounting
- A minimum of 2-3 years accounting experience
- Prior non-profit and/or grant administration a plus
• Ability to perform professional work requiring knowledge of Generally Accepted Accounting Principles (GAAP) and a solid understanding and application of concepts, theories, principles, practices, terminology, and applied basis of accounting.
• Excellent verbal and written communication skills
• Organized and efficient
• Excellent attention to detail in analyzing and evaluating information
• Facility with Microsoft Office Suite
• Experience with Quickbooks and Salesforce CRM preferred, but not required
• A true team player who is collaborative, excited to learn and willing to contribute directly to the organization’s mission.
• Confidentiality, honesty and discretion required

Salary
Competitive, based on experience.

How to Apply
Email resume and cover letter with (1) minimum salary range requirements, (2) approximate available start date, and (3) explanation of how you meet the required criteria to Jean Heflin Kane, HR Director at jeankane@elunanetwork.org. Submissions missing any of these required items will not be considered. Thank you.

About Eluna
Eluna is a public, 501(c)(3) non-profit with a mission to support children and families impacted by grief or addiction. Founded in 2000 in Seattle by former MLB pitcher Jamie Moyer and child advocate Karen Phelps Moyer, Eluna was originally called The Moyer Foundation and launched a series of free programs supporting thousands of children and families: Camp Erin® is the largest national network of grief programs for bereaved children and teens, Camp Mariposa® is a national addiction prevention and mentoring program for youth impacted by a family member’s substance use disorder, and the Eluna Resource Center offers online tools, local referrals and personalized phone and email support for families experiencing grief, addiction and other related issues.

ELUNA IS AN EQUAL OPPORTUNITY EMPLOYER