

The Mathematical Association of America (MAA), a national professional association, seeks a full-time Junior Grants Accountant.

The Grants Manager is responsible for managing a portfolio of Federal and non-Federal sponsors for the Mathematical Association of America (MAA). Primary responsibilities include working with Deputy Executive Director and Principal Investigators to develop proposals, review and approve requisitions and expenditures for new and continuing awards; budget forecasting; functioning as liaison to internal departments; and maintaining timely coordination and communication with involved parties regarding grants post-award management issues.

The position will work with Federal, state, local and other governmental sponsors of MAA programs, private foundations, corporations and other private sector sponsors of MAA programs, auditors, inspectors and other representatives working on behalf of program sponsors, representatives from universities, institutes and other organizations with whom MAA works on sponsored programs

Duties include:

- Coordinates the accounting functions related to programs receiving federal, state and private funding by:
  - Assisting with the financial budgeting, reporting, and other administrative requirements of the grants/contracts.
  - Monitoring/tracking the status of each program through its program life cycle from budget to close out.
  - Preparing, reviewing, and coordinating A-133 audit work.
- Prepares, reviews, or directs all accounting entries (transactions and journals) related grant programs and restricted funds.
- Prepares invoice/billings and collects funds for the support of grant and restricted fund expenditures.
- Prepares all applicable fiscal reports for sponsored programs and ensure the timely submission thereof.
- Writes, updates, trains and maintains the Grants Accounting Procedures for special programs and grants/contracts.
- Develop and maintain proper internal control mechanisms and assist with the annual A-133 audit.
- Directly consults with all stakeholders concerning the grant programs and other restricted accounts as they relate to financial administration of grants. This includes interpreting federal requirements and granting agency guidelines of such grants, and providing assistance on how to more efficiently and effectively manage their respective grants in following MAA policy, granting agency guidelines, and all applicable federal regulations related to special programs.
- Maintains documentation as required by funders or other stakeholders.

A successful candidate for this position must have strong organizational and project management skills including, being detail oriented and an analytical thinker; and the ability to prioritize and manage multiple initiatives. The candidate must have excellent interpersonal skills (i.e., written and verbal) in order to develop rapport and trust, Candidates must have the ability to meet deadlines, work independently and collaboratively, and possess a strong work ethic. Experience in non-profit and with federal grants and MS Dynamic SL is highly desired.

High school diploma or equivalent, required; bachelor degree in accounting or finance preferred. 2+ years of grants accounting experience, required.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world's largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org). The MAA is an Equal Employment Opportunity Employer.

Please email resume, cover letter, and salary expectations (required) to:  
Elizabeth H. Richards, SPHR, GPHR  
Mathematical Association of America  
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