



## **Job Description**

### **Grants Administrator/Bookkeeper**

**The Center for Justice & Accountability** is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

#### **Position Overview**

This position contributes to CJA's overall mission by supporting integrated fiscal management systems and assisting with grant administration. The ideal candidate will have administrative and bookkeeping knowledge of non-profit and fund accounting, and experience working on U.S. federal grants. This is a full-time, salaried position with benefits, based remotely anywhere in the U.S..

#### **Reporting Relationships**

The Grants Administrator/Bookkeeper reports to the Director of Finance and Operations and the Deputy Executive Director. The Grants Administrator/Bookkeeper also collaborates with development and program staff.

#### **Primary Responsibilities**

##### Grants Administration (50%)

- Provide financial and administrative support on restricted grants, including U.S. federal government funds.
- Organize and maintain all government grant files (contracts, subgrantees, consultants)
- Enter and track individuals in the Risk Analysis and Management system;
- Ensure financial transactions, including subgrant reporting, are done accurately and in a timely manner with proper documentation of allowable expenses to support both programmatic and fiscal management / audit needs;
- Maintains accurate payment milestones/invoices for subgrantees and consultants;
- Assist with the development and tracking of budgets;
- Process international wire and ACH payments for subgrantees and consultants in a timely manner;
- Prepare and maintain records and track of all grant spending using QuickBooks online; and
- Ensure USG fiscal and grant compliance.

##### Bookkeeping (50%)

- Manage accounts payable, including verification and approval process, coding and entry into Quickbooks, and payment;

- Manage accounts receivable, including coding and entry into Quickbooks in coordination with development team for donations and with Director of Finance and Operations for grants;
- Prepare and deposit funds into CJA bank accounts on a routine basis;
- Manage and coordinate data collection, coding and input, documentation, and reconciliation for credit cards, advances, and reimbursements;
- Prepare and reconcile staff travel advances and receipts;
- Manage and maintain petty cash, use and documentation, and replenish as needed;
- Monitor vendor and consultant contracts and ensure proper completion and access;
- Organize, secure and maintain all financial files in alignment with best practices and audit needs;
- Contribute to audit preparation and successful completion;
- Process payroll and 403(b) contributions;
- Contribute to quality control related to fiscal data, including mining for errors and anomalies, and mentoring staff on proper documentation;
- Prepare and enter staff time and cost allocations into QB to distinct programs or grants; and
- Organize and maintain personnel, vendor/consultants and banking files.

### **Professional Qualifications**

- At least 5 years of professional experience, with a minimum of 3+ years of nonprofit financial experience;
- At least 3 years of experience bookkeeping related to USG funds, including fund accounting, OMBs and CFRs, Buy America/Fly America, Leahy, and other USG regulations, including as these apply to sub-grants and contracts;
- Experience working with QuickBooks online or equivalent accounting software;
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines;
- Experience working with subgrants, including USG compliance;
- Personal qualities of integrity, credibility, and dedication to the mission of CJA;
- Ability to thrive as part of a team with diverse experience, expertise, skills and objectives;
- High degree of accuracy and very strong attention to detail;
- Ability to stand firm on essential accounting and fiscal compliance and documentation needs; and
- Bachelor's degree preferred.

### **How to Apply**

Please submit a cover letter, resume, and three professional references by e-mail to [jobs@cja.org](mailto:jobs@cja.org). Please reference "Attn: GA/Bookkeeper Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. CJA offers a competitive compensation and benefits package. Salary is commensurate with experience.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.