



Accountant and Grants Associate

Rochester, New York (Hybrid)

Join a growing health foundation to help shape the future of our efforts to address health equity in our region.

[Greater Rochester Health Foundation](#), a private, self-endowed nonprofit grantmaking organization based in Rochester, New York, is currently seeking an Accountant and Grants Associate who is creative, strategic, maintains a high attention to detail and is ready to make difference in the lives of those living in the Greater Rochester region. **Our mission is to pursue and invest in solutions that build a healthier region where all people can thrive.**

At the Health Foundation, we offer our employees a family-friendly and ethical work environment and follow a hybrid work model where all staff work both in-the-office and remotely, promoting flexibility and collaboration. Our competitive pay and benefits package includes majority employer-paid health, dental and vision insurance, generous (up to 10%) employer match on 401k contributions, paid holidays, personal time, and time off to volunteer.

The Accountant and Grants Associate will be responsible for general accounting functions of the Health Foundation including recordkeeping, journal entries, month-end reconciliations, processing payments and financial reporting in compliance with generally accepted accounting principles. The Accountant and Grants Associate will assist in maintaining the integrity of financial reporting, internal accounting, and adherence to financial policies and procedures. In addition, the Accountant and Grants Associate works with the Grants and Finance Manager to support the Health Foundation's grants management system and processes while providing opportunities to connect directly with our grantee partners. Finally, the Accountant and Grants Associate works on special projects in support of the finance and administration team.

What are the key responsibilities? This position involves a variety of responsibilities which may include, but are not limited to:

- Conducts month-end processes, including preparing reconciliations, journal entries and reconciling the Foundation's bank and investment accounts.
- Routinely review general ledger accounts to ensure accuracy of financial information and reconcile grant-related general ledger accounts with grants management systems and board meeting minutes.
- Processes payables, grant, and contract payments within Bill.com and QuickBooks Online and is the key person to field questions and communicate with our internal and external partners.
- Supports the CFO with creation and development of department processes and procedures.
- Seeks opportunities and proposes improvements to finance team processes and controls.
- Ensures accuracy and support for credit card transactions and expense reimbursements in accordance with Foundation policies.
- Actively participates in various internal teams, including co-leading the Community Event sponsorship program.
- Supports the Grants and Finance Manager with delegated grants administration activities, including but not limited to:
 - Grantee due diligence and maintaining accurate organizational information within the grants system (SalesForce).
 - Manages the grant payment processes, including scheduling and monitoring of payments, processing check requests and recording of payments.



- Supports daily workflows to ensure efficient grant finance processes and provides responsive support and troubleshooting to staff and external partners.
- Provide administrative support for agreements with grantees and contractors including scheduling disbursements and reconciling budgeted payments to actuals monthly.
- Assists in maintaining procedures pertaining to the management and use of the grant system and portal.

What skills might a successful candidate have?

- Passion for the Health Foundation's mission and excitement about current work.
- Strong organizational and administrative skills as well as analytic abilities and attention to detail.
- Ability to manage and work on multiple tasks; flexibility and good judgment are essential.
- Strong computer skills, including knowledge of Windows Office Suite products and database management systems.
- Judgement, integrity and strong customer service skills are essential.
- Experience working with economically and culturally diverse populations in various professional venues.
- Ability to work independently and as part of an integrated, diverse team and be comfortable in multiple, highly varied and ambiguous settings, with tight deadlines with different work and learning styles.

What education or experience is considered? Bachelor's degree and two to three years' related experience or an equivalent combination of related work experience, training and/or education. Working knowledge of accounting and bookkeeping, accounting software (QuickBooks Online), and solid spreadsheet development and management skills (Excel and SharePoint) is preferred.

What is the estimated salary range? \$61,600 - \$75,000 per year

How to apply: Submit resume to HR@thegrhf.org and include "Accountant and Grants Associate" in the subject line. In lieu of a cover letter, please answer the following two questions in the body of the email:

1. *What prompted you to send us your resume? Why are you seeking a new position?*
2. *How has your background/experience prepared you to be effective in an environment that is committed to health equity with a commitment to Diversity, Equity, Inclusion, and Belonging?*

More about Greater Rochester Health Foundation:

The Health Foundation is dedicated to improving the health of the Greater Rochester region, inclusive of Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties. Through our values of Equity, Stewardship, Partnership, Innovation, and Integrity we demonstrate our understanding that health equity is a matter of both justice and impact. We view health as powerfully shaped by social, economic, and environmental factors that are distributed unevenly and unjustly, creating pervasive health inequities by race, income, geography, disability, and other identities.

We believe that potential is vast — that the people, neighborhoods, and organizations closest to the issues have the expertise needed to develop solutions. Guided by the voice and participation of community, we invest resources to help implement these informed solutions. We are committed to doing our part to change systems, policies, and practices to be more just and equitable, contributing to a healthier region where all people can thrive.

greater rochester

Health foundation

Greater Rochester Health Foundation is an equal opportunity organization. We strictly prohibit and do not tolerate discrimination against persons because of age, race, color, ethnicity, religion, creed, national origin including ancestry, alienage or citizenship status, pregnancy, sex, actual or perceived sexual orientation, gender including gender identity or expression, status as a transgender individual, physical or mental disability including gender dysphoria and similar gender-related conditions, military status including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital or familial status, domestic violence victim status, or any other characteristic protected by applicable federal, New York State, or local law.