

Job Description: Grant Accountant

Contractor Position at Straightway Consulting LLC

About Straightway Consulting LLC

Straightway Consulting LLC is a dynamic consulting firm dedicated to providing strategic guidance and professional services to organizations seeking funding through grant opportunities. Our mission is to empower our clients with expertly crafted proposals that reflect their vision and increase their chances of success.

Position Overview

Straightway Consulting LLC seeks an experienced and detail-oriented Grant Accountant to join our team as a contractor. The ideal candidate will work independently to support us in preparing, reviewing, and submitting grant proposals. This role involves collaborating with internal teams and external stakeholders to ensure compliance with funding guidelines, budget accuracy, and timely submissions. If you have a strong background in grant accounting and thrive in a dynamic environment, we invite you to apply.

Key Responsibilities

- **Grant Proposal Budget Development:** Collaborate with project teams to create accurate and detailed budgets for grant proposals, ensuring alignment with funding requirements and organizational goals.
- **Compliance Review:** Conduct thorough reviews of grant guidelines and ensure that all proposals meet funder and regulatory compliance requirements.
- **Cost Analysis:** Provide detailed cost analyses and projections to support grant applications, ensuring realistic and competitive budgeting.
- **Documentation Preparation:** Compile, format, and organize all required documentation for grant submissions, including budget justifications, certifications, and financial statements.
- **Coordination with Stakeholders:** Serve as the primary point of contact for grant-related financial questions, working closely with internal teams and external funding agencies.
- **System Maintenance:** Maintain records and data systems for tracking proposals, budgets, and submissions to ensure transparency and organization.

- **Deadline Management:** Manage deadlines effectively to ensure timely submission of all grant proposals and supporting documents.

Qualifications

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. Master's degree or CPA certification is a plus.
- **Experience:** A minimum of 3-5 years of experience in grant accounting, financial management, or related roles.
- **Knowledge:** Strong understanding of grant compliance, funding regulations, and accounting principles.
- **Technology Skills:** Proficiency in Microsoft Excel and grant management software. Familiarity with accounting software is preferred.
- **Communication:** Excellent written and verbal communication skills to collaborate with diverse teams and stakeholders.
- **Detail-Oriented:** Exceptional attention to detail and organizational skills to manage complex budgets and deadlines.
- **Problem-Solving:** Ability to analyze financial data and resolve issues related to grant compliance and budgeting.

Contract Details

- **Position Type:** Contractor (remote position)
- **Hours:** Flexible, but must meet project deadlines.
- **Compensation:** Project Based
- **Duration:** Ongoing, as per project requirements.

Application Process

Interested candidates should submit the following:

- A current resume detailing relevant experience.
- A cover letter outlining qualifications and interest in the role.
- Contact information for at least two professional references.

Send your application to: bridgett@straightwayconsultingllc.com **Subject Line**
Grant Accountant

Why Join Straightway Consulting LLC?

At Straightway Consulting LLC, we value collaboration, creativity, and professional excellence. By joining our team, you'll have the opportunity to make a meaningful impact by helping organizations secure critical funding to bring their visions to life.

We look forward to welcoming a grant accountant to our growing network of contractors!