



**THE WOODS HOLE RESEARCH CENTER**

**Part-time Grants Accountant**

**Job #CRGA01**

**SUMMARY:** The Woods Hole Research Center seeks an experienced part-time (24 hours per week) grants accountant who will report to the Controller. The successful candidate will prepare monthly/quarterly reconciliations and internal reports, and will monitor the Center's compliance with award-specific rules and regulations. The grants accountant will support the Controller, learning tasks necessary to assist with monthly general ledger and grant closing, journal entries and other tasks assigned. This position requires interpersonal skills, a professional demeanor, proficiency in Word and Excel, and familiarity with accounting software.

**Responsibilities:** The successful candidate will:

- Maintain grant files monthly for expenditures, assist with management reporting, invoice relevant agencies/institutions and prepare drawdown requests.
- Maintain equipment inventory, prepare depreciation entries, and coordinate annual inventories
- Assist with monthly grant and subcontract accounting
- Assist in preparation for annual A-133 and DCAA audits, and grant-specific reviews
- Account and reconcile numerous Federal and non-Federal subcontracts, with both U.S. and non-U.S. institutions, and process invoices for payment.
- Support finance team to ensure sound internal controls as required.
- Handle confidential information with complete discretion.
- Assist in preparation of annual Center tax returns.

**Qualifications and Experience:**

- Bachelor's degree in accounting preferred, with 3-5 years experience in government grants accounting/administration and not-for-profit accounting
- Must have strong computer skills, including proficiency in Excel, familiarity with accounting software, and strong attention to detail.
- Applicants should have excellent organizational skills and demonstrate initiative, and be able to prioritize and meet changing deadlines.
- Ability to work well independently and as part of a dynamic team in a constantly evolving environment, with people of diverse backgrounds, cultures and nationalities

**Application deadline: December 20, 2010.**

**Desired Start Date:** January 2011

**Salary Range:** Commensurate with experience, with full benefit package, exempt position

**Application Instructions:** To apply, please send cover letter referencing **Job # CRGA01**, curriculum vitae, and contact information for three references to [jobopenings@whrc.org](mailto:jobopenings@whrc.org).