



**Job Title:** Grant Accountant  
**Reports To:** Assistant Controller

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Ben Franklin Technology Partners of Southeastern PA combines the best practices of early stage investing with a higher purpose – to lead the region’s technology community to new heights, creating jobs and transforming lives.

For over 30 years, Ben Franklin Technology Partners of Southeastern PA has been the leading seed stage capital provider for the region’s technology sectors, investing over \$175 million in more than 1,750 regional technology companies, many of which have gone on to become industry leaders. Ben Franklin has also launched university/industry partnerships that accelerate scientific discoveries to commercialization, and has seeded regional initiatives that strengthen our entrepreneurial community.

**Summary:**

The Grant Accountant is responsible for fiscal and compliance matters related to all grants. The position processes grant activity on a daily basis, and prepares financial report and invoice submissions to awarding agencies. Grant responsibilities also include: compliance oversight and monitoring; expenditure and budget tracking; internal communication of grant contract mandates and Pennsylvania Department of Community and Economic Development (DCED) Guidelines; managing the Commonwealth and other external reporting processes; acting as liaison with subcontracting institutions and partners; providing internal monthly reports; developing projections through grant termination; and tracking matching funds. The Grant Accountant assists in grant proposal preparation, develops related audit schedules, and tracks grant and contract modifications.

The position is also responsible for contract management that would include review of the contracts to ensure compliance and management of the contract reporting requirements. The general accounting duties would include such activities as processing accounts receivables into the general ledger, assisting Assistant Controller and Controller with the monthly and quarterly financial close. These duties would include account reconciliations, expense analysis and ad-hoc reporting as needed.

**Essential Duties and Responsibilities:**

**Grant Accounting Responsibilities:**

- Monitor grant compliance and contract budgets.
- Prepare funding applications and proposals.
- Manage the Commonwealth reporting processes, including proposal development and annual reporting.
- Process and track grant payments. Monitor match compliance.
- Ensure all grant invoicing is compliant with budget and grant restrictions.
  - Working knowledge of federal funding websites and assist with drawdown and payment tracking.
- Maintain the integrity and accuracy of Ben Franklin’s grant-related database information. Develop best practice to ensure consistency.
- Coordinate all administrative and financial matters with grant institutions.

- Track monthly grant progress against budget.
- Generate monthly internal reports on budgeted grant expenditures.

**Accounting Responsibilities:**

- Record Accounts Receivable into the accounting system.
- Post company investment activity into subsidiary ledger (PEO/Salesforce currently in use).
- Prepare various balance sheet reconciliations.
- Prepare various expense and budget analysis and reports.
- Assist with annual financial audit and SEFA (Schedule of Expenses for Federal Awards) for Uniform Guidance audit.
- Assist with setting up vendors for ACH payment process.
- Back up support for accounts payable position.
- Provide external reporting by funding source (i.e., federal, state, other).
- Work with departments to ensure compliance with contractual obligations.

**Requirements:**

- Bachelor's degree required; educational emphasis in Accounting or Business Administration preferred.
- Must have knowledge of accounting for grants and contracts.
- Two to three years' experience in grants administration and accounting.
- Two to three years' general accounting experience (AR/AP)
- Ability to solve problems creatively, adhere to prescribed procedures, work extra hours as needed, and maintain confidentiality.
- Willing to assist others as needed.

**Other Skills:**

- Intermediate experience with Excel, PowerPoint and Word.
- Prior experience with automated accounting systems (Dynamics experience preferred).
- Ability to prioritize and manage workload. Ability to carry out complex assignment independently; highly self-motivated.
- Handle multiple tasks, set priorities and meet deadlines.
- Excellent written and oral communication skills.

**Compensation:**

Competitive compensation, including full benefits and match to organization's 403b plan.

Please send cover letter and resume to [jobs@sep.benfranklin.org](mailto:jobs@sep.benfranklin.org). Application Deadline: June 15, 2018.

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Ben Franklin is an equal opportunity employer. The organization reserves the right to modify this job description based on its needs and may require the employee to perform functions beyond those mentioned above. This is a salaried, exempt position and is subject to the availability of funding. An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description does not create an employment contract between Ben Franklin and the employee. Either the company or the employee may end employment at any time, without notice or cause.