



Job Title: Contract Accountant

Reports To: Assistant Controller

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 position is responsible for contract management that would include review of the grant and other contracts to ensure compliance and management of the contract and grant reporting processes. The general accounting duties include 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.

Additionally, the Contract 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. 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; acting as liaison with subcontracting institutions and partners; providing internal monthly reports; developing projections and tracking matching funds. The position assists in the grant proposal process, develops related audit schedules, and tracks grant and contract modifications.

Essential Duties and Responsibilities:

- Record Accounts Receivables.
- Post company investment activity into subsidiary ledger (PEO/Salesforce currently in use).
- Prepare balance sheet account reconciliations and budget analyses.
- Assist with annual financial audit and prepare SEFA (Schedule of Expenses for Federal Awards) for Uniform Guidance audit.
- Provide periodic support for accounts payable position and assist with vendor set-up.
- Manage and provide external reporting by funding source (i.e., federal, state, other).
- Work with departments to ensure compliance with contractual obligations.
- Monitor and report on grant and contract compliance (i.e., invoicing, payments, matching funds, budget to actual performance, etc.).
- Prepare funding applications and proposal budgets.

- Maintain the integrity, accuracy, and consistency of Ben Franklin’s grant-related database information.
- Coordinate all administrative and financial matters with grant institutions.
- Perform other job-related duties, as required.

Requirements:

- Bachelor's degree required; educational emphasis in Accounting or Business Administration preferred.
- Two to three years’ general accounting experience (AR/AP)
- Working Knowledge of accounting for grants and contracts (preferred).
- Working knowledge of federal funding websites for drawdown and payment tracking.
- 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; 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 respond via employer portal at: <https://www.sep.benfranklin.org/work-at-ben-franklin/>

Application deadline: **January 25, 2019**

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.