



GRANT ACCOUNTANT

WiNGS is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. We support women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

JOB DESCRIPTION SUMMARY:

The Grant Accountant is an integral part of the accounting team at WiNGS and is responsible for grant billings, audit support, and Single Audit preparation. The position reports to the CFO while following Generally Accepted Accounting Principles (GAAP), Texas Grant Management Standards (TxGMS), and Uniform Administrative Requirements (2 CFR 200).

The grant accountant works ~20 hours weekly. The position is hybrid (in office one day a week).

PRIMARY RESPONSIBILITIES:

- Prepare grant billings and submit to grantor.
- Reconcile grant revenue and expenditures; review for allowability, availability, allocability, & reasonableness.
- Record journal entries as necessary to allocate costs to grant.
- Prepare Single Audit and provide support for grant audits.
- Maintain open communication with funders.
- Cross-train and serve as backup to other accounting team members.

KNOWLEDGE & EXPERIENCE

- Bachelor's degree in accounting, finance or related field or minimum 3 years accounting experience required.
- Proficiency in Microsoft Office applications.
- Knowledge of Sage Intacct software a plus.
- Comfortable interacting with vendors and various levels of management.
- Ability to prioritize and meet deadlines.
- Ability to maintain confidentiality.
- Occasionally may be required to work during non-standard office hours as needs arise (evenings/weekends).

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org. Job applications can be found on our website at <https://wingsdallas.org/about-us/jobs/>.