



Job Title: Director of Grants Accounting

Reports to: Sr. Director of Finance

Classification: FLSA Status - Full-time/Exempt/Salaried

Job Summary: Responsible for managing the grant program accounting and related financial services for Foundation for Healthy Communities (FHC) programs/grants including capturing and analyzing financial data, creating budgets, creating reports for management, and supporting FHC staff with financial grant compliance including state and federal reporting requirements.

Essential Duties/Responsibilities:

- Work closely with Sr. Director of Finance to ensure timely, accurate and complete reports and analyses to meet management needs.
- Support all FHC staff members with grant progress reports and any other financial reports as needed for all programs.
- Prepare, send and track invoices for all grants including state, federal and private grants, and assist, as needed, with accounts payables.
- Assist FHC program staff with financial grants management functions including the preparation of monthly financial statements and development of program budgets.
- Prepare financial analyses, budget scenarios and financial forecasting for all FHC program staff.
- Prepare FHC annual budget as related to projects/programs.
- Ensure audit preparations impacting grants, including the annual Federal Award Schedule, are on track.
- Assist Sr. Director of Finance with overall annual financial audit reporting needs.
- Oversee timesheet completeness and timeliness from FHC staff required to file time sheets reports.
- Support all compliance needs in accordance with state and federal awards.
- Create spreadsheets in support for monthly intercompany billings and credit cards entering them into Blackbaud for Accounting Clerk's payment.
- Track all FHC program percentage of expense allocations.
- Create/maintain program expense general ledger worksheets.
- Review and update, as needed, FHC financial policies to support internal and external compliance.
- Serve as back up to Sr. Director of Finance for payroll reporting.
- Stay abreast of Blackbaud Financial Edge new software developments and working with Sr. Director of Finance to adjust accounting procedures, reports, and processes as needed.
- Other duties as assigned.

Required Skills/Abilities:

- Experience of non-profit and grants financial management and accounting.
- Experience with federal grant accounting, including reporting and compliance, and single audit.
- Experience and knowledge of Blackbaud accounting software preferred.
- Experience and knowledge of ADP payroll system preferred.
- Computer skills including proficiency in Microsoft Office applications -advanced Excel skills, including but not limited, to pivot tables.
- Experience with grants management software solutions and customer relationship management tools
- Strong knowledge producing financial statements and creating budgets.
- Strong financial analytical skills and attention to detail.
- Strong interpersonal and communication skills.
- Excellent organizational skills and an aptitude for detailed problem solving.
- Ability to work both independently and in a team-oriented collaborative environment, ability to establish effective interpersonal relationships at all levels with internal staff and outside organizations.
- Adherence to confidentiality requirements.
- Ability to meet all deadlines.

Education and Experience:

- Bachelor's Degree, ideally in accounting and finance.
- Minimum five years' experience in accounting, grants management, non-profit and state and federal compliance requirements.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to drive a motor vehicle for occasional travel.
- Occasional support of office environment could include lifting up to 20 pounds, ascending/descending ladders and moving equipment.

Location: This position is office based in Concord, NH with hybrid work arrangement options.

Hiring Salary Range: \$75,000-\$90,000.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Interested candidates may submit a cover letter, resume, and writing sample to Jackie Derosia at jderosia@nhha.org by January 26, 2026