



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

JOB TITLE: MANAGER, GRANTS AND ACCOUNTING	REPORTING TO: SENIOR DIRECTOR, ACCOUNTING
DEPARTMENT: FINANCE	POSITION: FULL-TIME/EXEMPT

Purpose of Position

The Manager, Grants and Accounting plays a central role in ensuring that Orange County United Way’s grant funding is managed with accuracy, transparency, and full compliance. This position oversees the full grant accounting lifecycle—from budget development and expense tracking through reporting, invoicing, and audit support. The ideal candidate brings deep expertise in grant accounting, a strong command of federal and private grant regulations, and a track record of enhancing financial systems and processes.

Key Duties and Responsibilities

- **Grant Accounting**
 - Collaborate with programmatic and grants teams to develop budgets for new and recurring grant awards.
 - Monitor financial performance across the grant lifecycle, proactively recommending adjustments to support programmatic success and fiscal responsibility.
 - Ensure grant expenses adhere to internal controls, funding guidelines, and financial policies.
 - Oversee payroll processing for all programmatic grant funding streams.
 - Collaborate closely with programmatic and grants team to gather accurate financial data and ensure alignment between spending and program deliverables.
 - Provide timely grant P&L summaries to programmatic and grants teams on a monthly basis.
 - Support annual audit, single Audit, and other grant-specific audits.
 - Maintain and update the fiscal year-to-date “Programmatic Spending” report.
 - Perform other duties as assigned.
- **Compliance**
 - Reconcile staff time allocations (FTEs) with payroll data and grant budgets to ensure accuracy and compliance.
 - Monitor compliance with applicable federal, state, and private grant regulations.
 - Maintain up-to-date internal tracking tools such as the Schedule of Federal Awards.
 - Ensure all grant-related records, approvals, and communications are well-documented and readily accessible for audit and reporting purposes.
 - Prepare and submit monthly, quarterly, semiannual, and annual grant reports, as required.



- **Financial Systems & Technology**

- Lead development and testing of enhancements in Grants Module in accounting system to improve system efficiency and utilization.
- Maintain and optimize grant dimension structures in accounting system.

Job Requirements /Technical Knowledge

- Bachelor's degree in Accounting required.
- Minimum of 6 years of experience in accounting or finance, preferably within a nonprofit or grant-funded environment. With at least 3 years of experience managing government and private grants, including budgeting and reporting.
- Strong understanding of federal grant regulations and compliance with best practices.
- Knowledge of GAAP and Financial Accounting Standards (FAS).
- Proficiency in accounting software (Intacct) and CRM systems (Andar) preferred.
- Advanced skills in Microsoft Excel; familiarity with Microsoft Office Suite, and Adobe Acrobat.

Compensation

- Commensurate with experience, education, and market, \$75,000- \$88,000. Competitive benefits.

Core Competencies

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Company Standards

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and



mission of Orange County United Way.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

Send Cover Letter and Resume To:

recruiting@unitedwayoc.org

Orange County United Way
18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org

Work sample may be requested during the interview process. Work sample should be a relevant example of your grants accounting work (e.g., a grant budget, financial report, or compliance tracker). Please remove any confidential information before submitting.