



Opportunity: Project Accountant/Grant Administrator **(Full-time position)**

About the Role/Purpose:

Big Picture Learning (BPL) seeks a Project Accountant/Grant Administrator who will lead key processes related to general accounting and finance tasks, and assist with the tracking and management of grants while collaborating with BPL staff to contribute to overall organization financial health.

Primary Responsibilities: specific scope includes, but is not limited to, the following:

- Perform monthly general ledger account reconciliations, verify accuracy of data, and identify and correct errors
- Prepare and post transactions and journal entries as requested
- Monitor and update all project budget to actuals on a monthly basis and reconcile accounts, review with Director of Finance
- Prepare project financial reports, as requested
- Perform monthly bank statement reconciliations and identify errors, work with Finance Team to post corrections
- Receive and enter bills to Bill.com and Intacct, sync with Intacct
- Enter budgets into accounting system and monitor
- Review expense reports, verify receipts accuracy, and ensure compliance with policy
- Maintain consultant spreadsheet, verify contract amounts and ensure account accuracy
- Participate in the monthly and fiscal year end close with the Finance Team
- Support all functional areas with financial and accounting issues
- Participate in the audit by preparing reports and dispersing information as requested
- Support overall grant strategy, as needed (including reviewing funders, assisting in grant application process, developing and monitoring budgets and collaborating with BPL staff)
- Manage and track grant pipeline from cultivation to closed won/lost in Salesforce (i.e.: enter and track all grant opportunities; keep records up-to-date related to foundation contacts; enter appropriate data from grant agreement letters)
- Assist with new accounting policies and ensure compliance with rules and regulations
- Meet with finance team weekly to review all budget discrepancies
- Maintain and update accounting records and files
- Manage ad-hoc accounting & financial planning and analysis projects
- Support efforts to advance DEI (Diversity, Equity, Inclusion) and antiracism on a micro (self), meso (organization), and macro (systems-level/external) level.
- Willingness to travel 10% of the time is required
- Other responsibilities may be assigned based on organizational need and individual skills and interests.

Qualifications

- BA in Accounting or Finance strongly preferred. However, as research demonstrates that education requirements can be a deterrent for qualified candidates to apply and can perpetuate gender and racial disparities, we encourage all candidates with the professional experiences and leadership qualities outlined in this position specification to apply.
- 3+ years' experience in project or grant accounting
- Experience in a non-profit environment preferred
- High preference for experience with Intacct, Expensify, Bill.com and Salesforce
- Strong aptitude with Excel and similar programs
- Ability to work under pressure and respond to deadlines without sacrificing quality
- Self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision
- Willingness to travel approximately 10% of the time.
- Potential for advancement/cross-training for AR

Candidates for this position must share our passion and commitment for rethinking the possibilities of education for decades to come. We steadfastly believe that students should be at the center of their own learning and that education (in particular public education) is due for a reorientation that allows students to be confident in the pursuit of their own passions and interests.

The geographic spread of BPL's work and the fact that all BPL staff work virtually, requires individuals to have strong internal accountability. The organizational culture supports flexible and contextually appropriate decision making processes. As a result, individuals who thrive in BPL are comfortable juggling multiple projects and prioritizing tasks, advancing the work in the face of uncertainty, willing to take risks, exhibit entrepreneurial behaviors, take ownership and see tasks and ideas through from conception to implementation, and possess the communication and interpersonal skills needed to work well with people at all levels of the organization.

Organizational Skills

- Steadfast belief that students should be at the center of their own learning and that education (in particular public education) is due for a reorientation that allows students to be confident in the pursuit of their own passions and interests
- Strong internal accountability (especially important due to the geographic spread of BPL's work and our virtual teams), comfort juggling multiple projects and prioritizing tasks, and the ability to work remotely in distributed teams across multiple time zones
- Ability to exhibit entrepreneurial behaviors, take ownership, and see tasks and ideas through from conception to implementation
- Excellent interpersonal communication skills (speaking, writing, listening) in person and virtually
- Commitment to continuous improvement, a relentless approach to growth and learning, and an openness to constructive critical feedback
- Collegial and empathetic approach to working with others, while bringing a creative, flexible and thoughtful approach to your work
- Ability to use - or quickly learn - multiple tech platforms (i.e., Google Suite, Salesforce, Asana)

Application Process and Timeline:

Confidential inquiries are welcomed. Applications will be reviewed on a rolling basis. It is advantageous to apply as soon as possible. Final deadline for applications is **July 26, 2024**.

Desired Start Date Window

September 1, 2024

To Apply: [Please click here to apply](#)

1. Thoughtful and Tailored Cover Letter of Introduction (≤ 2 pages)

2. Resume/CV
3. List \geq 2 Professional References

Location: Remote

Reports to: Director of Finance

Compensation

- BPL provides a competitive salary commensurate with experience
- Annual salary range for this position is \$60,000 - \$75,000 (full-time)

Benefits Package

- Fully paid medical, vision, and dental coverage
- Fully paid life insurance policy, including short term and long term disability insurance
- Pension plan which includes a company contribution of 5% of your salary with 100% vested after 6 months of employment
- Eight (8) weeks paid parental leave
- Thirteen (13) paid holidays, plus 2 religious floater holidays
- End of year holiday break (from Christmas Eve through New Year's Day)
- Eleven (11) personal/sick days, plus paid birthday
- Eighteen (18) days of paid vacation, which is earned and accrued at 1.5 days/month beginning the first full month of employment

Other workplace benefits offered full time employees

- Use of company laptop computer
- Printer/copier/scanner for home office
- Office supplies for home office
- Cell phone bill is paid or can become part of the company plan. BPL will pay up to \$400 towards the purchase of a new phone

About BPL

It is our vision that all students live lives of their own design, supported by caring mentors and equitable opportunities to achieve their greatest potential. We move forward prepared to activate the power of schools, systems & education through student-directed, real-world learning. We are activists. -

www.bigpicture.org

At BPL, we are practitioners and practice the implementation of truly innovative designs. We are story doers and we work with an intensity and drive that rivals any other organization or business. We relentlessly focus on elevating the voice of students, parents, and communities. At BPL, innovative and valuable ideas matter more than the role of the person sharing them. We work together to achieve our mission because we know we can accomplish more as a team. Many BPL team members report that the "family feel" of our organization is what makes our work so rewarding. Working at BPL is a vibrant and ongoing learning experience and we seek to offer all staff the opportunity to experience work that aligns with the ten student expectations described in Leaving to Learn.

Big Picture Learning is an equal opportunity employer and prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any

other characteristic protected under applicable federal or state law. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients; and all qualified applicants are encouraged to apply, including minorities, women, veterans, and individuals with disabilities.
