



## Job Announcement: Grant Accountant

Migrant Clinicians Network (MCN), a 501(c)(3) national nonprofit founded in 1984, is hiring a full-time Grant Accountant.

MCN builds practical solutions at the intersection of migration, vulnerability, and health. Through training, technical assistance, resource and tool development, and opportunities for connection, we support tens of thousands of health care providers, community health workers, outreach teams, and other clinicians across the United States and Puerto Rico. We also provide direct care coordination to migrants, immigrants, and other underserved and historically marginalized communities.

Our life-saving work is powered by a diverse and passionate team committed to health justice. Most of our staff work remotely, with offices located in Salisbury, MD and San Juan, PR.

Reporting to CFO, the Grant Accountant is responsible for managing the financial aspects of grants and funded programs, ensuring full compliance with federal, state, and private funding regulations. This role provides accurate financial reporting, budget monitoring, and technical guidance to program teams throughout the grant lifecycle. This role is a hybrid position, and you are required to go into the office at a minimum of two (2) days out of the week to be determined by the supervisor.

### **Responsibilities**

- Monitor grant expenditures to ensure alignment with budgets and funding requirements.
- Review financial transactions for compliance with grant terms and internal policies.
- Stay current on federal regulations and agency-specific grant requirements.
- Reconcile grant-related transactions with the general ledger.
- Provide variance analyses and financial recommendations to program managers.
- Assist with development and maintenance of grant and program budgets.



- Support preparation of annual operating budgets and financial forecasts.
- Evaluate financial capacity of subrecipients and contractors.
- Prepare documentation for internal and external audits.
- Maintain accurate, organized records of all grant-related financial activities.
- Contribute to month-end close and invoicing processes.
- Provide mailroom backup support (pick up, sort, scan mail; deposit checks).
- Contribute to execution of MCN's annual strategic goals.
- Develop and maintain progress on annual work plan goals.

### **Required Skills/Abilities**

- Knowledge of Generally Accepted Accounting Principles and how to apply them to grant accounting practices
- Understanding of grant regulations, including state and federal guidelines
- Awareness of audit procedures and practices
- Proficiency in accounting software (QuickBooks, Sage, or similar)
- Advanced Microsoft Office skills (Word, Excel, Outlook, Teams, Access, PowerPoint, CoPilot)
- Strong analytical and organizational abilities
- Excellent time management skills
- Strong decision-making skills
- Effective communication skills with both financial and non-financial audiences
- Familiar with indirect cost rate and methodologies

### **Education & Experience**

- Bachelor's degree in accounting, Finance, or related field from an accredited institution or five (5) years of equivalent work experience.
- Experience in grant for fund accounting (nonprofit or government preferred).

### **Physical & Travel Requirements**



- Prolonged periods of sitting at a desk and working on a computer.
- Possible occasional domestic travel as needed.

Interested candidates are invited to apply [via the Deamer Group](#).

MCN provides equal employment opportunities to all individuals without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ancestry, or HIV/AIDS status. We comply with all applicable federal and state laws, rules, and regulations, and provide equal employment opportunity in all aspects of employment and employee relations.