



Fair Haven Community Health Center
374 Grand Avenue
New Haven, Connecticut 06513
(203) 777-7411 · www.fhchc.org

Outstanding healthcare opportunity

We are looking for passionate, caring individuals who are interested improving the health of the Fair Haven community. For over 40 years, FHCHC has been a leader in health care in Connecticut and is focused on providing excellent, affordable primary care to all patients, regardless of insurance status or ability to pay. FHCHC is proud to have a diverse and motivated team of professionals who are constantly seeking ways to enhance and improve the health and well-being

Job Description

Job Title: Grant Accounting Specialist

Position Type: Full Time

Reports to: Chief Financial Officer

Job Purpose:

The Grant Accounting Specialist is responsible for performing highly specialized grant accounting work to maintain the agency's general ledger and remain in compliance with Federal and State grant reporting requirements.

Duties and Responsibilities:

- Federal Grant Management/Reporting including budget preparation and revisions
- Federal Drawdowns
- Quarterly Cash Reporting
- Maintenance of Schedule of Awards for monthly entries and annual audit
- Direct preparation of journal entries (deferred/accrued revenue, prepaid, etc.); reconcile accounts to adhere to month end close process
- Oversight of FTE allocations
- Monthly cost allocation computation and posting for fringe benefits and administrative costs
- Asset inventory/depreciation schedule
- Monthly Balancing of Patient Cash

Qualifications

- BA/BS Degree in Accounting
- 3+ years experience with Federal, State, and Private Grant Reporting
- Auditing experience preferred
- Ability to work independently and prioritize tasks in a deadline driven environment
- Advanced computer skills in Excel
- Paylocity and financial software MIP/Sage system knowledge preferred



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OSHA Status—CATEGORY I--Increased Risk Position

Potential exposure to hazardous waste and blood borne pathogens, clinical setting

Americans with Disabilities Act Requirements:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Essential Physical/Mental Demands:

Physical Demands: Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records,