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MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD
POSITION VACANCY NOTICE
(OPEN TO INTERNAL AND EXTERNAL APPLICANTS)

POSITION TITLE:	**Grants Accountant**
REPORTS TO:	**Chief Financial Officer**
JOB GRADE:	**3 (35 Hours per week)**
HIRING RANGE:	**$62k - $72k**
BENEFITS:	**We offer an excellent work-life balance with generous time off and benefits:**

* A friendly, team-oriented environment
* Hybrid & flexible work schedule
* Modern office setting
* Vacation, sick, holiday, and personal time
* Health, dental and retirement benefits
* Agency issued equipment
* Tuition assistance
* Work-related expenses

POSITION SUMMARY

- Our Grants Accountant (GA) will perform a variety of fiscal-related duties with the aptitude and decision-making skill required in a Fiscal Department that annually tracks several million dollars with the utmost accuracy and in accordance with (IAW) proven fiscal and operational procedures.
- Our GA will be responsible for all accounting functions and maintenance of financial documents and will coordinate, calculate, process, reconcile and track financial data for ongoing reporting.
- Our GA will support, communicate, collaborate, and facilitate associated fiscal activities with our funders, partners, sub-recipients, and contractors.

PRIMARY DUTIES & RESPONSIBILITIES (Full Job Description Available Upon Request)

- Review staff time sheets and attendance records. Calculate payroll for all staff and contractors as directed; document time earned and used; batch and process documents for approval and payment IAW proven fiscal procedures.
- Calculate, report, and update youth enrollments, wages, and worksites.
- Batch and process all overhead and customer-related expenses for approval and payment.
- Execute purchase orders, accounts payable, accounts receivable, payroll, and journal entries, and record accruals into the Fiscal System. Post all accounts to the general ledger.
- Record all cash balances by grant and ensure there are sufficient resources to meet planned expenditures. Calculate cash balance, project accounts receivable, and accounts payable, and generate Requests for Funds as needed.

QUALIFICATIONS

A degree in accounting or a related field plus two or more years of accounting experience is required (a combination of education and experience could suffice). Accounting experience in a non-profit or government setting working with state and federal funded grants is strongly preferred. Automated accounting computer systems and software experience are needed. Knowledge of the Workforce Development System is preferred. Favorable CORI/background check.

POSTING DATE:	October 13, 2026
APPLICATION DEADLINE:	Until filled
PLEASE SUBMIT COVER LETTER & RESUME TO:	Lynda Buote, Office Manager MassHire Merrimack Valley Workforce Board jobs@masshiremvwb.org

EQUAL EMPLOYMENT OPPORTUNITY