



Title: Grants Accountant

Purpose: Responsible for all aspects of the New Hampshire Hospital Association and the Foundation for Healthy Communities' accounts receivable and accounts payable functions and assisting FHC program staff with various financial grants management requirements and financial reports.

Essential Duties and Responsibilities:

- Serve as a team member of NHHA & FHC and report directly to the Director of Finance.
- Maintain all accounts receivable and accounts payable records as appropriate.
- Support Director of Finance with monthly accounting reports and tasks including, but not limited to, inter-company billing and credit card processing.
- Support all NHHA and FHC staff members with accounts receivable and accounts payable related needs including, but not limited to, monthly grants billing and reports.
- Assist FHC program staff with financial grants management functions including the preparation of monthly financial statements, development of program budgets and processing of invoices and reimbursements.
- Support NHHA and FHC with other duties as assigned.

Required Skills and Knowledge:

- Minimum three to five years' accounting experience in accounts receivable and accounts payable functions.
- Experience with grants financial management preferred but not required.
- Strong knowledge producing financial statements and creating budgets.
- Strong analytical skills and attention to detail.
- Strong interpersonal and communication skills.
- Excellent organizational skills and an aptitude for detailed problem solving.
- Ability to work both independently and in a team oriented collaborative environment, ability to establish effective interpersonal relationships at all levels of internal staff and outside organizations.
- Adherence to confidentiality requirements.
- Ability to meet all deadlines.
- Computer skills including proficiency in Microsoft Office applications (advanced Excel skills preferred) and accounting software (Financial Edge / BlackBaud).

Please send cover letter and resume to Cindy Morse at cmorse@nhha.org by July 15, 2016.