



Senior Grant Accounting Specialist
Full-Time, 5-Year Term
Begins October 1, 2024
Remote

About the Organization

The California Marine Sanctuary Foundation (CMSF) has worked to protect the state's coastal ecosystems while strengthening coastal resilience since 1995. In collaboration with a variety of local communities, including government agencies, tribal communities, harbors and marinas, and NGOs, we focus on five thematic areas: water quality protection, marine conservation, coastal restoration, climate change mitigation and adaptation, and community engagement. We strive to engage stakeholders, members of the public, and experts in these areas to identify and implement practical and effective solutions to reduce human impacts on and increase the resiliency of California's coastal resources.

For more information about our collective work please visit: <https://www.californiamsf.org/>

About the Position

CMSF is seeking a Senior Grant Accounting Specialist to help with accounting tasks across several conservation grants in California, including a large collaborative multi-institutional project in the Monterey Bay area. CMSF's grant-funded conservation projects involve several subcontractors including universities, research institutions, other NGOs, and regional municipalities.

The position will be responsible for the following:

- Tracking grant expenses across multiple sub-projects
- Tracking budget to actual expenditures
- Compiling invoices with supporting backup documentation from all subawards for grant submissions
- Conducting revenue recognition
- Serving as the point person for the annual single federal audit; prepare grant-related schedules and provide financial information to auditors as requested
- Executing subaward agreements with 20 partner agencies
- Ensuring compliance with all fiscal grant requirements
- Preparing financial statements for presentation to the Board and for grant reporting as required
- Coordinating with Director of Finance and Operations to ensure adherence to Foundation protocols

About You

The successful candidate will have the following skills and experience equivalent to:

- Bachelor's Degree in Accounting, Finance, or equivalent field
- 5+ years' federal grant accounting experience, preferably managing finances of large, multi-institutional grants
- Detailed working knowledge of QuickBooks online and Microsoft products

- Understanding of Generally Accepted Accounting Principles (GAAP) and federal audit requirements
- Show exceptional aptitude in working across, and collaboratively with, organizations, especially with municipalities, universities, research institutions, and NGOs

Compensation, Benefits, and Location

This is a full-time 40 hours/week, 5-year funded position with a salary range of \$100,000-\$130,000, based on experience. CMSF provides a benefits package including vacation, 12 paid holidays and sick leave, medical and dental benefits, and a 401K d savings plan with 3% employer match and full vesting after 1 year.

This position is US-based, fully remote, and requires a home office with a reliable internet connection. CMSF can provide funding assistance for standard office equipment (i.e. computer, monitors, desk) if needed. Candidates must be authorized to work in the United States.

To Apply

Applications will be accepted until September 1st, 2024. We anticipate the Senior Grant Accounting Specialist position to begin October 1st, 2024.

CEA Recruiting is assisting CMSF with this search. To be considered for this position, interested candidates need to click [here](#) to submit a cover letter describing their experience and credentials for this position and a resume. Technical issues or other questions should be directed to [Eileen Ashton, Search Lead](#).

Diversity Statement

CMSF is committed to dismantling the longstanding racial, gender, and socio-economic boundaries that exist in the field of environmental conservation. When bringing on new staff and interns, we adhere to equitable recruiting policies and promote anti-discrimination within our work and with our partners in the local and conservation communities. We acknowledge that environmental conservation is woven with rich diversity including Indigenous Knowledge and Traditional Ecological Knowledge and we will do our best to amplify all the voices that contribute to conservation. Lastly, we commit to continued listening and learning, adapting to the needs of our community, and being inclusive.