

Position: Accounting & Grants Associate

Status & Location: Full time, exempt; Detroit, MI

Reporting Relationships: This position reports to the Finance and Operations Manager, and works with various stakeholders to assure attainment of organizational and individual goals.

Compensation: Salary range-\$38,000-41,600 commensurate with experience. Benefits include health insurance, generous PTO and professional development opportunities.

ABOUT MOSAIC YOUTH THEATRE OF DETROIT

Mosaic empowers young people to maximize their potential through transformative arts experiences on and off stage. With arts as the motivating catalyst Mosaic develops and inspires the behaviors and critical life and learning skills youth need to have successful, empowered lives through adulthood.

Why We Need You:

An exceptional creative youth development experience comes from more than well maintained spaces and great programming, it takes the right people. Help us enhance the outcomes of Detroit area youth through creative youth development.

Mosaic is seeking a dynamic Accounting & Grants Associate to support the growth and sustainability of our internationally acclaimed creative youth development program. The Accounting & Grants Associate engages with the systems, people, and partners involved in making sure Mosaic's efforts are reflected in community impact.

PRIMARY RESPONSIBILITIES

- Record financial transactions and prepare journal entries.
- Prepare monthly account reconciliations.
- Assist in the implementation and management of financial policies and internal controls.
- Conduct research, make recommendations, coordinate, and report on grant opportunities.
- Proactively and effectively, monitor, report, and communicate grant requirements and expenditures.
- Record grant revenues and expenditures in accordance with grant awards.
- Perform regular data audits and assist in resolving data integrity issues.
- Ensure that timelines and standards are fulfilled in a way that reflects compliance with organizational as well as funding partner requirements and values.
- Submit all required grant reports by required due dates.
- Review and follow up on any grant issues in the grantor's system, including past due invoices.
- Provide perspective and opinion on department and organization initiatives and processes.
- May interact with related entities or related third party contractors.
- Other duties as assigned.

What we're looking for in a candidate:

- BS in Accounting or commensurate experience
- Demonstrated experience in Microsoft Office suite, Quickbooks, Salesforce and database software.
- Ability to leverage technology and integrate data from multiple systems.
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to accuracy.
- Ability to work effectively and courteously with team members, stakeholders and others encountered in the course of work.
- Valid Michigan Driver's license, good driving record and access to personal vehicle.

Additional Attributes

The successful candidate will embrace the essential components of a strong team: open communication, trust, respect, loyalty, and shared vision.

Essential functions/physical demands

- The person in this position occasionally remains in a stationary position for periods of time
- The person in this position occasionally moves throughout the building to access files

How is success measured?

Through the precise record and delivery of financial information, timely and effective communication of grant details, and consistent, reliable grant management. Attaining organizational goals and meeting individual goals.

To apply: Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, submit your resume to hr@mosaicdetroit.org with the subject line "Accounting & Grants Associate".

Mosaic Youth Theatre of Detroit is an equal opportunity employer. We are committed to upholding safe spaces that honor diverse perspectives, lived experience and expertise to enhance the communities we serve and those we are a part of creating. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.