

**#21-113 Accounting Grants Manager**  
***ADMIN / ACCTG, Full Time, Oahu***

The Accounting Grants Manager is responsible for planning, implementing and managing the internal and external funded program activities; including but not limited to identification of externally funded opportunities (in conjunction with program leadership), proposal budgets, billing and reporting. The Accounting Grants Manager is responsible for maintaining the organization's financial records according to General Accepted Accounting Principle (GAAP) and responsible for compliance with all financial external funding agency requirements; federal, state, local and private. The Accounting Grants Manager supports the program administration process with ongoing budgeting forecasting, financial analyses and other special projects as assigned. The Accounting Grants Manager must demonstrate an active commitment to Catholic Charities Hawaii (CCH) Mission and strive to incorporate the four Core Values in all aspects of daily work.

**EDUCATIONAL & WORK REQUIREMENTS:** Bachelor's Degree in Finance, Accounting, or related field from an accredited four-year college or university and four (4) years experience in accounting required or an Associate's Degree in Finance, Accounting, or related field with a minimum of six (6) years experience in accounting. Demonstrated work experience in a grant accounting environment.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** Applicable Background Checks, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

**DEADLINE TO APPLY: January 14, 2022**