

Director, Grant Accounting
FirstGen Forward

About FirstGen Forward

FirstGen Forward aspires to be a transformational partner for higher education, first-generation students, and all who care about them; working to maximize the success of the FirstGen student population in education, career, and life. That success benefits the economic mobility of the students and the missions of the colleges. It produces multigenerational impacts for families. Our country benefits from the experience, determination, and economic potential of FirstGen graduates in the workforce and our communities.

FirstGen Forward, formerly the Center for First-generation Student Success operations are managed by NASPA - Student Affairs Administrators in Higher Education. FirstGen Forward staff are employees of NASPA.

About NASPA

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

Reports To: Assistant Vice President, Growth & Operations

Supervises: N/A

About the Position

The Director, Grant Accounting role is a new role at FirstGen Forward developed to provide critical management and financial oversight of the organization's philanthropic contributions. The person in this role will be responsible for identifying grant expenses, monitoring total grant spend, and managing grant reporting deadlines. The person in this role will also be responsible for developing budgets for grant applications and disseminating information to internal stakeholders as new awards are received. The Director, Grant Accounting will report to and work closely with the assistant vice president, growth & operations, as well as accounting counterparts at NASPA and internal grant managers and stakeholders. NASPA is FirstGen Forward's fiscal sponsor, and manages day to day accounting entries and bookkeeping on FirstGen Forward's behalf.

Goals

- 90% of available restricted grant funds are expended by June 30, 2025
- 100% of grant reports are completed, submitted, and accepted by the stated due date with no more than a 10% budget variation between approved budget categories.
- End of month grant transfer requests are completed and submitted by the 15th of each month.
- Annual audit returns no material misstatements or non-compliance as it pertains to philanthropic funding.

Essential Responsibilities

- Develop and sustain strong working relationships with NASPA's accounting team.
- Develop and sustain strong relationships with internal grant managers and stakeholders.
- Identify expenses for all restricted grants (15-20) on a monthly basis.
- Submit monthly transfer requests for grant expenses to NASPA's accounting team for processing.
- Monitor grant spend down and produce a monthly grant status report for FirstGen Forward's leadership team.
- Monitor grant reporting deadlines and project manage all grant reporting processes cross-functionally.
- Produce grant summary documents for each grant, including newly awarded grants, to summarize the terms, funding, and intent of each grant for internal stakeholders.
- Host grant status meetings every other month to check-in on deliverables and spending related to each grant, elevating problems or concerns to the leadership team, as needed.
- Supporting month end close with NASPA accounting team, as needed.
- Assists with all-team projects and participates actively in staff meetings and projects.
- Other activities, duties, and responsibilities as assigned to support the organization.

Qualifications

FirstGen Forward is looking for a solution oriented leader with experience working across a variety of different stakeholder groups who has:

- Bachelor's degree in accounting, finance, or a similar field required
- CPA certification preferred
- 2+ years of relevant experience, including at least 1 year of direct experience with philanthropic contributions
- Experience developing processes, policies, and procedures for a new or developing organization
- Superior project management skills
- Proficiency in Microsoft Office and Google suites
- Self-motivation and proven ability to work as a member of a high-performing team
- Demonstrated commitment to cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.

Employment Status:

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

Salary Range

The salary range for this position is \$75,000 - 90,000.

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off including accrued PTO, family leave, community service leave, and holidays.

Office Location/Working Conditions/Physical Requirements

Office Location

This remote position may be based anywhere in the contiguous 48 states. It is the employee's responsibility to provide reliable internet capabilities.

Travel

Occasional overnight travel to represent NASPA at events, on college and university campuses, and in-person meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

Physical Requirements

- This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.
- Responsibilities occasionally may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines and support events and programs.

Additional COVID-19 Information

Vaccination is not a requirement for employment. However, all employees are strongly encouraged to follow the [CDC guidance on vaccination](#), including becoming fully-vaccinated and staying up-to-date as eligible. All employees may flex their schedules for time taken to receive and recover from COVID-19 vaccinations.

In certain circumstances, NASPA therefore FirstGen Forward may require testing for all staff regardless of vaccination status.

[Masks](#) must be worn per local, state, tribal, and federal guidance, including the CDC, with the most stringent level of guidance followed. Regardless of guidance, all employees must have masks available should masking be requested by other employees, members, or external constituents. In certain settings, NASPA and/or FirstGen Forward may require or strongly recommend that employees wear masks.

Commitment to Non-Discrimination Statement

NASPA and therefore FirstGen Forward provides equal employment opportunity for all applicants and employees. NASPA and FirstGen Forward does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic

violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA and FirstGen Forward also makes reasonable accommodations for employees with disabilities.

To Apply

Interested candidates should submit the following for consideration:

- Letter of Interest/Cover Letter
- Resume
- Three References
- Record of Results using the [provided template](#)

A complete set of materials should be submitted through [this Asana form](#). Materials received by **Monday, November 4, 2024** at 11:59AM Eastern will receive priority consideration, but review will continue until the position is filled.