

# Mosaic Youth Theatre

Detroit, MI

## Accounting & Grants Associate

[Mosaic Youth Theatre](#) 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.