

Accounting & Contract Specialist

Eastern Connecticut Workforce Investment Board (EWIB)

Location: North Franklin, CT 06254

Job Type: Full-Time, Salaried (37.5 hours per week)

Work Location: In Person

About EWIB

The Eastern Connecticut Workforce Investment Board (EWIB) is a nonprofit organization dedicated to coordinating a regional workforce development system that promotes economic vitality and equitable opportunity. We prepare workers for in-demand, quality jobs on sustainable career pathways by coordinating a network of partners across our 41-town service area. Our work includes operating American Job Centers, developing industry-driven workforce initiatives, supporting youth workforce programs, administering federal and state grants, and delivering workforce solutions for employers throughout Eastern Connecticut.

Position Overview

EWIB is seeking a dependable, detail-oriented **Accounting & Contract Specialist** to support the organization's financial and contractual operations. Reporting directly to the Chief Financial & Administrative Officer (CFAO), this position is responsible for a broad range of accounting functions, including accounts payable, accounts receivable, budgeting support, grant accounting, financial reporting, compliance monitoring, payroll support, and contract administration. In addition to accounting responsibilities, this position will prepare and administer the execution, modifications and closeouts of contracts and agreements with federal and state agencies, other grantors as well as EWIB's subcontractors. The successful candidate will work closely with Finance, Programs, and Leadership to ensure the organization's financial and contractual obligations are managed accurately, efficiently, and in compliance with applicable regulations.

Key Responsibilities

Accounting Operations

- Process accounts payable and accounts receivable transactions accurately and timely.
- Maintain vendor and customer records.
- Reconcile bank accounts and other balance sheet accounts.
- Maintain supporting documentation for financial transactions.
- Submit check transactions to the bank's fraud prevention service and review discrepancy alerts.
- Assist with account closing activities.

Budgeting, Grants & Financial Administration

- Maintain budgets, obligations, and expenditure tracking for grants and programs.
- Assist with cost allocation methodologies and related documentation.
- Monitor grant expenditures for compliance with funding requirements.
- Support budget preparation, forecasting, and financial analysis activities.
- Conduct financial monitoring of subrecipients.

Financial Reporting & Compliance

- Maintain accurate accounting records and financial files.
- Assist in preparing financial reports for management and funding agencies.
- Support annual audits and other financial reviews.
- Respond to auditor and funding agency requests as directed.
- Help ensure compliance with applicable federal, state, and organizational requirements

Contract Administration

- Serve as EWIB's administrator for all contracts and agreements with federal and state agencies, funding organizations, vendors, and partner organizations.

- Prepare, coordinate, review, and maintain contracts, grant agreements, memoranda of understanding (MOUs), amendments, renewals, and closeout documentation.
- Administer all subcontract agreements with service providers, including drafting, execution, amendments, renewals, and contract closeout.
- Review contracts for consistency with approved budgets, grant requirements, and organizational policies before execution.
- Prepare contract modifications and amendments as program or funding requirements change.
- Support monitoring activities conducted by funding agencies and assist with corrective action responses when necessary.
- Maintain organized contract files to support audits, monitoring reviews, and public record requests.

Organizational Support

- Assist with payroll processing and related reporting.
- Identify opportunities to improve accounting processes and internal controls.
- Collaborate with the program and administrative staff on financial matters.
- Perform other related duties as assigned.

Qualifications

Education

- Bachelor's degree in Accounting, Finance, Business Administration preferred; equivalent combination of education and related work experience will be considered.

Experience

- Three to five years of accounting experience is preferred.
- Experience with accounts payable, accounts receivable, reconciliations, budgeting, and general ledger activities.
- Nonprofit and/or grant accounting experience preferred but not required.
- Experience with contracts, grants, and/or publicly funded agreements.

Technical Skills

- Proficiency with accounting software systems.
- Experience with MIP Fund Accounting is a plus.
- Strong Microsoft Excel and computer skills required.

Skills & Abilities

- Strong attention to detail and organizational skills.
- Ability to manage multiple priorities and meet deadlines.
- Analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Strong written and verbal communication skills.

Benefits

- 401(k) with employer matching
- Health, Dental, Disability, and Life insurance
- Paid time off
- Paid holidays

Schedule: Monday-Friday. This is primarily an in-office position. Limited remote work opportunities may be available based on organizational needs and supervisory approval.

EWIB is an Equal Opportunity

How to Apply

Please send your resume and cover letter to information@ewib.org. Applications will be accepted until the position is filled.