



1501 Wilson Blvd. Suite 910  
Arlington, VA 22209  
202-828-1600

[www.mdic.org](http://www.mdic.org) & [www.nestcc.org](http://www.nestcc.org)

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| <b>Title:</b> Grants Accountant             | <b>Job Code:</b> Full Time Exempt        |
| <b>Reports to:</b> Controller and CFO, MDIC | <b>Location:</b> Arlington, VA or remote |

### Organization Overview:

The Medical Device Innovation Consortium (MDIC) is the first-ever 501(c)3 public-private partnership created with the sole objective of advancing medical device regulatory science for patient benefit. As a membership-based organization, MDIC brings together representatives of the Food and Drug Administration (FDA), National Institutes of Health (NIH), Centers for Medicare & Medicaid Services (CMS), industry, non-profits, and patient organizations to improve the processes for development, assessment, and review of new medical technologies. Our work is unique and complementary to trade associations such as Advanced Medical Technology Association (AdvaMed), Medical Device Manufacturers Association (MDMA), Medical Imaging & Technology Alliance (MITA), and American Clinical Laboratory Association (ACLA). Members of MDIC share a vision of providing U.S. patients with timely access to high-quality, safe, and effective medical devices.

The National Evaluation System for health Technology (NEST) was established by the FDA/CDRH and the Coordinating Center (NESTcc) was awarded to MDIC. The goal of NESTcc to accelerate the development and translation of new and safe medical devices and health technologies, leveraging real-world evidence (RWE) and innovative research. Stakeholders across the medical device ecosystem stand to benefit from improved use of RWE generated in the routine course of care.

### Position Overview:

The Grants Accountant will be responsible for assisting the accounting team with activities including recording, classifying, examining, and analyzing data and records of all MDIC grant transactions. The incumbent will have the ability to work independently and build excellent professional relationships with colleagues and members. He or she will work in a diverse team environment spread across geographic locations.

The Grants Accountant performs a variety of professional accounting functions as well involving project budget development, fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award accounting and reporting, and monitoring compliance with required deliverables.

### Objectives and Responsibilities:

- Assist in project management of grants and contracts.
- Assist with creating grant budgets and budget modifications.
- Ensure grants are set up properly in MDIC's accounting system and grants management system including any cost-sharing requirements.
- Review and process expenditures; ensure accurate processing and account coding.
- Prepare and submit grant invoicing to funding agencies; provide billing reports as requested.
- Perform monthly reconciliations of related general ledger accounts.
- Develop, review, and share reports supporting grant funded projects; create effective forecasting and decision aides.
- Responsible for grant closeout; submitting final reports.
- Compile information and documents needed for audit inquiries.
- Maintain compliance related to funds, revenue, expense, and indirect allocations.
- Understand, apply, and advise on federal grant requirements and policies.
- Serve as a resource on grant administration and overall technical resource to project directors and other staff.
- Participate in and contribute to process improvements.
- Assist members of the team with processing and/or finance and accounting inquiries as needed.

Requirements:

- Bachelor's Degree in accounting; 2-5 years' experience.
- Experience with federal grant administration in a non-profit organization.
- Competency in project management.
- Ability to handle and maintain confidential information; prepare complete and accurate accounting reports.
- Strong analytical skills and keen attention to details.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Comprehensive knowledge of GAAP.
- Knowledge of the Federal Acquisition Regulations.
- Advanced technical skills; Microsoft Suite-Excel; Sage Intacct, Expensify and Bill.com, Cloud based and paperless systems.
- Collaborative work style and positive demeanor.
- Passion for the work of MDIC.



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Other Skills/Abilities:

- Knowledge and expertise in accounting and financial management operations.
- Maintains positive working relationships with external funding and reporting agencies.
- Ability to perform detailed work independently, as well as in a team environment.
- Demonstrated ability to handle multiple projects simultaneously.
- Demonstrated ability to communicate and interact effectively at all levels of the organization.
- High level of initiative, attention to detail and exceptional organizational skills.
- Ability to work under time-sensitive deadlines with minimal supervision.

Reporting Relationships:

- The Grants Accountant will report to the Controller and CFO.

To Apply, email your resume to [careers@mdic.org](mailto:careers@mdic.org) with "Grants Accountant, MDIC" as the subject of the email. Please include a cover letter with your resume.

NOTE: This scope of services is not intended to be all-inclusive. The Grants Accountant may perform other related duties.

*MDIC is an Equal Opportunity Employer.*