



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)

<b>Title:</b> Grants Accountant	<b>Job Code:</b> Full Time Exempt
<b>Reports to:</b> Controller	<b>Location:</b> Arlington, VA (Hybrid)

#### Organization Overview:

The Medical Device Innovation Consortium (MDIC) is a public-private partnership collaborating on regulatory, scientific, and health economic challenges within the medical device and diagnostic industry. Through its partnership with industry stakeholders, MDIC coordinates the development of methods, tools, and resources used in managing the total product life cycle of a medical device. Offering guidance and leadership, MDIC members shape the future of healthcare by providing subject matter expertise to working groups aimed at advancing approaches that promote patient access to safer and more innovative medical technologies.

#### 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 public and private grant transactions. The incumbent will have the ability to work independently and build excellent professional relationships with colleagues and members. The Grants Accountant will work in a diverse team environment spread across geographic locations.

#### Objectives and Responsibilities:

The Grants Accountant performs a variety of professional accounting functions 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.

#### Essential Duties and Responsibilities:

- Assist in project management of grants and related contracts
- Assist with creating grant budgets and budget modifications
- Assisting with pre-award and post-award grant financial management operations and reporting
- Assisting with budget reviews, payment adjustments, reconciliation, and closeout

- 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
- Drafting and editing deliverables including but not limited to budget/financial management reports, and monthly project reports using Excel, PowerPoint and Word
- Maintain compliance related to funds, revenue, expense, and indirect allocations
- Serve as a resource on grant administration and overall technical resource to project directors and other staff
- Responsible for monthly grants account reconciliation to assure all grant revenues, and expenses, accounts receivable and deferred revenues are recorded in the appropriate months. Release Temporary restricted revenues monthly
- Maintaining regular reporting and communications with project managers & Program Directors and proactively communicate about workload, questions, and topics for discussion related to strong client support
- Develop, maintain, and review overhead cost allocation methodology and NICR
- Understand, apply, and advise on federal grant requirements and policies

Requirements:

- Bachelor's Degree in accounting; 5-7 years' experience in a similar position
- Experience with federal grant administration in a non-profit organization
- Ability to handle and maintain confidential information; prepare complete and accurate reports
- Strong analytical skills and keen attention to details
- Excellent oral and written communication skills
- Excellent customer service skills
- Comprehensive knowledge of GAAP
- Working knowledge of the uniform guidance
- Experience in single audits
- Ability to navigate the various grantor systems (SAM, Grants.gov, eRA commons, PMS, Ariba, etc.)
- 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 in 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.

**NOTE: This scope of services is not intended to be all-inclusive. Individuals may be asked to perform other related duties as required to meet the ongoing needs of the organization.**

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.*