



Summit County Continuum of Care

Accountant – Nonprofit/Grant Focus

Location: Akron, OH

Salary: \$50,000 – \$60,000/year

Job Type: Full-Time, Exempt

Are you an experienced accounting professional with a passion for nonprofit work and grant management? Join the Summit County Continuum of Care (CoC) to help strengthen our financial operations and support our mission to end homelessness in our community.

About the Role

The **Accountant** plays a key role in maintaining the financial health and accountability of the organization. This position handles day-to-day accounting operations, manages complex grant reporting, and ensures compliance with federal, state, and local funding regulations.

Key Responsibilities

- Maintain and reconcile general ledger accounts and financial statements
- Manage financial reporting for public and private grants, including HUD CoC programs
- Responsible for annual budgeting and ensures accurate, timely budget submissions
- Monitor expenditures to ensure compliance with grant requirements
- Prepare internal and external financial reports (monthly, quarterly, annual)
- Process accounts payable/receivable, payroll journal entries, and bank reconciliations
- Support audits and funder monitoring, including audit schedules and documentation
- Maintain organized financial records for all grants and programs
- Collaborate with internal teams to ensure fiscal compliance and literacy
- Contribute to strategic planning by providing financial insights
- Perform other related duties as assigned



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Qualifications

Required:

- Bachelor's degree in accounting, Finance, or related field
- Minimum 3 years of accounting experience (nonprofit or government-funded experience preferred)
- Proficiency with accounting software (e.g., QuickBooks, Sage Intacct) and Microsoft Excel
- Solid knowledge of GAAP, fund accounting, and grant management
- Strong attention to detail, analytical skills, and communication abilities

Preferred:

- Experience with HUD CoC Program or other federal housing/homelessness grants
- Familiarity with federal financial reporting systems
- Understanding of Continuum of Care frameworks and homeless services systems

What We're Looking For

- **Detail-Oriented:** Accuracy is crucial in financial data and reporting
- **Collaborative:** Comfortable working with internal staff and external partners
- **Problem Solver:** Able to identify and resolve discrepancies efficiently
- **Adaptable:** Handles evolving funding requirements and program needs
- **Confidential:** Maintains discretion with sensitive financial information

Work Environment & Benefits

- **Location:** Office-based in Akron, OH
- **Schedule:** Full-time, Monday–Friday
- **Physical Requirements:** Ability to sit for prolonged periods; can lift up to 15 lbs., occasionally
- **Travel:** Occasional local travel may be required



Summit County Continuum of Care

Equal Opportunity Employer

Summit County Continuum of Care is proud to be an Equal Opportunity Employer. We welcome applicants of all backgrounds and identities, including but not limited to race, religion, gender identity, sexual orientation, disability, and veteran status.

Ready to Apply?

If you're ready to bring your accounting expertise to a mission-driven organization making a real difference, **apply now** with your resume and cover letter.