



Immigrant Welcome Center Job Description: Accounts and Grants Manager

Department: Administration

Status: Full-time, Exempt

Supervisor: CEO

Salary: \$45,000-\$55,000 (Commensurate with education and experience).

Grant Funded Position: Yes, through June 30, 2026

The mission of Immigrant Welcome Center (IWC) is to be a trusted partner and advocate for all immigrants. We are committed to ensuring that our communities are welcoming and have resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, mission-focused culture; flexibility for home and office-based work; supportive benefits (including health insurance); flextime and time-off arrangements that support healthy integration of work and life demands.

Position Summary

The Accounts and Grants Manager is responsible for assisting with the activities of the overall general accounting function. The Accounts and Grants Manager will oversee, implement, and maintain accounting systems, procedures, and policies. This position ensures the accurate compilation, analysis and reporting of accounting data and acts as liaison between the company, government, client, and CPA auditors in providing required information and ensuring proper information is maintained.

We currently have an operating budget of \$2 million+. IWC has received funding to implement a pilot Immigrant Services Grant Initiative for which we will receive and distribute grants.

This is currently a grant funded position through June 2026. Support for this position beyond then will be dependent on securing funding from multiple streams.

Responsibilities

Accounts Payable

- Process all invoices for payment, including coding in Quickbooks to the appropriate account, program, and grant/restricted funds as applicable
- Issue all payments via checks or other methods as applicable
- Manage positive pay and other fraud protection services

Accounts Receivable

- Invoice all customers, sponsors, and donors on a timely basis.
- Allocate revenue between program classification and grant/restricted funds as applicable
- Provide customer statements as needed
- Post customer payments and apply to corresponding invoice
- Provide research, supporting documentation and respond to accounts receivable inquiries

Debit/Credit Card Charges

- Enter debit/credit card charges into QuickBooks
- Ensure timely payment of credit cards
- Allocate expenses by program classification and grant/restricted funds as applicable

Deposits

- Enter all deposits into QuickBooks, including cash/check deposits, ACHs, and credit card receipts.
- Allocation of deposits by program classification and Donor, as applicable

Payroll

- Allocate payroll expenses by program classification and grant/restricted funds as applicable

Cash Management

- Facilitate transfer of funds between bank accounts as needed
- Manage cash balances in bank accounts to maximize interest earnings
- Evaluate current cash needs and future cash requirements

Monthly Activities

- Reconciliation of bank and credit card accounts; e-mail statements and reconciliations to CEO and CPA
- Process month end journal entries; review prepaids for proper amortization to expense
- Prepare grant reports for funds disbursements per grant requirements; e-mail to CEO and COO
- Record expenses for month for restricted grants to restricted net assets accounts on Balance Sheet
- Perform all other activities necessary to close the books for the prior month

Grants and Other

- Grant administration in collaboration with other colleagues that may include input on proposals, convening grantees, managing timelines, creating reports.
- Responsible for disbursement of funds to grassroots organizations under the auspices of the Immigrant Services Pilot Grant Initiative.
- Must be able to maintain internal control, policy and procedure reviews, implement process improvements, leveraging technology and automation
- 1099 Preparation
- File Retention
- Perform other duties as assigned

Success Indicators

Success in this role is indicated by the following:

- A workflow for handling inquiries is developed and implemented for internal and external stakeholders
- Ethical and timely disbursement of grant.
- Grant measurables are fulfilled and grant reporting is completed on time

Work Responsibilities & Requirements

- Works 2 days in the office, 2 days remote, and 1 hybrid day where you can be remote or in-person.
- Flexible working schedules, 8-hour shift Monday – Friday. Choose your start time between 8:00am-10:00am, and end time between 4:00pm -6:00pm.
- Some evening and weekend work is required (flex time available)
- Extensive administrative work on computer and phone.
- Any other duties and responsibilities assigned by CEO/COO.
- A valid Indiana driver's license is required.

Required Qualifications & Skills

- Bachelor's degree
- 3 years of experience in finance, business, or non-profit management.
- Experience in grant management and administration
- Proficiency and ease with QuickBooks, Salesforce, and Microsoft Office suite.
- Ability to meet deadlines and handle various projects simultaneously.
- Knowledge and understanding of issues of immigration, including race, class, and gender, and the ability to assist others to develop that type of understanding.
- Fluent in English
- Passionate about language access and the benefits of increasing the diversity of working communities throughout central Indiana.
- Ability to work as part of a team and in culturally diverse environment.
- Clear communication skills, verbal, written, and presentation.
- Excellent organizational skills

Preferred Qualifications & Skills

- Fluent in another language
- 501c3 familiarity
- Lived experience as an immigrant (in the U.S. or abroad), or a child of an immigrant.

This is an immediate opening, applications will be reviewed on a rolling basis.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Please email your resume, cover letter, and references to our Chief Operating Officer, Christina Arrom Garza (carrom@immigrantwelcomecenter.org). Subject line should read: Applicant for Accounts and Grants Manager.