

Senior Grants Accountant (10.7.2025)

ABOUT OPEN ARMS

Open Arms was founded in 1997 by a small group of community members who envisioned a world that cherishes birthing people, their babies, families, and communities. Today, that vision translates into a community-based organization that serves more than 300 families annually who qualify based on income.

Our culturally responsive services include doula care, lactation support, and perinatal education, and our community-based approach has proven to be highly effective. Open Arms is the first community doula program in the nation to be nationally accredited through HealthConnect One*, and our work has earned the trust and partnership of the philanthropic community.

The families we serve are achieving stronger, healthier outcomes that exceed local and national measures.

Run by dedicated and passionate people, our programs work to address and mitigate risk factors that disproportionately affect communities of color. We're driven by a vision of healthier births and greater equity in maternal and infant health, ensuring that every family receives compassionate care and the best possible start.

** HealthConnect One is a national leader in advancing equitable, community-based, peer-to-peer support for pregnancy, birth, lactation, and early parenting.*



VISION

- Thriving children.
- Healthy families.
- Powerful communities.

MISSION

Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.

VALUES

- Respect: Holding complexity for people and cultures
- Family: Relationships are at the heart of what we do
- Justice: Boldly disrupting oppression

JOB DESCRIPTION

The Senior Grants Accountant is a key member of the Finance Team responsible for managing the financial aspects of Open Arms' grant portfolio. This role ensures compliance with grant requirements, oversees grant-related accounting functions, and collaborates with program and development staff to support budgeting, reporting, and strategic financial planning. The Senior Grants Accountant plays a critical role in maintaining the integrity of financial data and supporting the organization's mission through sound fiscal stewardship.

Work Schedule

- Hybrid work model
- Travel to Seattle required 1-2 times per month

Grant Management & Compliance

- Prepare and submit cost-reimbursable grant invoices and financial reports in accordance with funder guidelines and deadlines.
- Maintain accurate records of grant receivables, allocations, and expenditures in Sage Intacct.
- Ensure compliance with state and local grant regulations, particularly within Washington State.

- Manage grant-specific audits and provide documentation and support as needed.
- Communicate with funders regarding financial matters and reporting requirements.
- Facilitate program/finance check-in meetings and respond to grant-related inquiries.

Budgeting & Forecasting

- Collaborate with program and development teams to prepare budgets for grant applications.
- Monitor grant budgets and spending; provide monthly updates and forecasts to program directors.
- Support organizational budgeting and forecasting processes, including tracking outstanding budget items and updating dashboards.
- Update grant budgets and submit revisions to funders as needed.

Systems & Process Improvement

- Maintain and improve financial systems including Sage Intacct, Expensify, BILL, and Asana.
- Provide training and guidance to staff on financial procedures and systems.

Cross-Functional Collaboration

- Serve as a liaison between finance, program, and development teams to ensure accurate and timely financial information.

REQUIRED QUALIFICATIONS

- Bachelor's degree in accounting, finance, or related field.
- Minimum of 5 years of experience in nonprofit grant accounting or fund accounting.
- Strong understanding of GAAP and state/local grant compliance.
- Proficiency in Sage Intacct or similar accounting software.
- Advanced skills in Microsoft Excel and financial reporting.
- Excellent organizational, analytical, and communication skills.
- Ability to work independently and collaboratively across teams.
- Resides in Washington or willing to relocate and willing to travel to Seattle regularly (minimum 1-2 times per month). Hybrid work schedule.
- Ability to maintain confidentiality around sensitive information
- Passion for and commitment to the mission of Open Arms and community-based work.
- Experience in working with a diverse staff and with communities of color. The applicant should have a strong racial, disability, gender and economic justice framework.
- Commitment to anti-oppression and de-colonization work with a focus on racial equity and reproductive justice, specific to birth justice.
- COVID-19 proof of full vaccination, booster after January 2022, or medical or religious exemption request is required for in-person work.
- Background check and reference checks are required.
- Proof of eligibility to work as an employee in the U.S. and a Washington state resident, or willing to relocate.

Mental and Physical Requirements

The physical/mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Mental Requirements:

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math and financial analysis, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires independent decision-making and problem analysis to make recommendations for improvement and/or be involved in discussions around changes. The

position requires creative thinking for resourcefulness and process improvements. Attention to detail also required.

Physical Requirements:

This position continuously requires sitting, hearing (using assistive devices if needed), and repetitive motion of the hands/wrists. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for work-related travel. Daily working conditions include an open-office work environment at our Seattle location on Beacon Hill*, and normal office work.

**See note below about COVID-19 work environment*

ADDITIONAL INFORMATION

Birthwork in addition to this position: Open Arms deeply appreciates the skill and experience that birthworkers bring to our world. Based on the demands and requirements of this position, if the applicant is interested in taking on any births for Open Arms clients, the applicant can only take on one (1) Open Arms birth per year. Being an active or current doula is not a requirement of the position.

Note about our hybrid work environment: Most meetings can be conducted virtually, and many staff are working remotely if their job duties allow. In-person required activities include but are not limited to at least one team meeting per month, monthly org-wide meetings, client visits and births, and weekly pick up/drop off items.

Open Arms will provide you with the technology and equipment you need to be able to complete work and virtual meetings comfortably and safely from home. Feel free to discuss any concerns you have during the interview process. Since COVID-19 is still prevalent and our work is centered on high-risk populations (pregnant people and babies), Open Arms takes extra precautions such as staying home if you are feeling unwell, masking for a defined period of time for certain COVID-19 reasons, and testing when needed. In some cases, remote work is a possibility if staff need to refrain from in-person work for health & safety reasons.

WHAT WE OFFER

COMPENSATION: This is a 40-hour-per-week, exempt position with a salary range of \$80,000 – \$85,000 annually, commensurate on experience and qualifications.

BENEFITS:

- Paid health, dental, vision, and disability insurance
- Generous paid time off including vacation, sick, and holidays: 13 days of vacation per year for full-time employees with anniversary increases; 13 days for sick and safe time; 23 paid holidays; 2 floating holidays
- Employee assistance program
- Mileage reimbursement
- Professional development opportunities
- Option to contribute to a 401k, flexible spending and dependent care expenses account, and supplemental insurance.

PROFESSIONAL DEVELOPMENT: Open Arms is committed to the professional development of our staff. Each year we allocate professional development funds for each employee as well as support various group-training opportunities provided by Open Arms or by outside organizations. We know that historically BIPOC individuals do not have the same opportunities in society and as a result, these communities are underrepresented in leadership positions. We aim to support employees in their

FLEXIBLE & FAMILY-FRIENDLY ENVIRONMENT:

Open Arms is proud and committed to being a family-friendly workplace. We offer flexible work schedules with remote work being part of the usual weekly schedule for almost all staff as it fits with their job duties. We also offer generous paid-time-off for self and family care. Children of any age are welcome in our office, and many staff bring their children to work on a regular or as-needed basis. We have an onsite lactation lounge and encourage

advancement both within Open Arms and beyond our organization.	chestfeeding in the workplace. Note: Children are not allowed at home visits
SUPPORTIVE AND INCLUSIVE CULTURE: We have an informal workplace culture, and staff develop strong, supportive connections with each other. We have a highly collaborative culture and an open office work environment. We are proud of our extremely diverse staff in all demographic areas, which creates a very rich and inclusionary organizational culture. More than 80% of our staff identify as people of color.	COMMITMENT TO EQUITY: Open Arms strives to be an affirming, positive, diverse work environment. Open Arms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from communities of color and other historically underrepresented and marginalized groups.

APPLICATION PROCESS

Visit our [CAREER CENTER](#), find the applicable job opening, and submit your **cover letter and resume**. Applications will be accepted until the position is filled. We place a heavy importance on cover letters during the screening process. Cover letters give us deeper insight into your experience and interest in Open Arms' work. Please do not skip this step.

If you have any questions, contact hiring@openarmsps.org. No phone calls or paper submissions please.

Interviews will be conducted in person and/or virtually. If someone from our hiring team reaches out to schedule an interview, please let us know about any accommodations or technology needs you might have to participate in the interview.