



Grants and Payments Specialist

Capital Access, Inc. welcomes qualified grants and bookkeeping professionals to apply for the Grants Specialist position to support our growing Home Improvement and Energy Retrofit business in the Delaware Valley of Southeastern Pennsylvania.

Established in 1995 and based in Philadelphia, Capital Access serves as a consulting and program management firm specializing in housing and community development. Capital Access integrates strategy, management, and administrative operating considerations with compliance to improve the housing stock and quality of life for residents of lower-income communities.

Please see www.capitalaccessinc.com for more details on Capital Access qualifications.

Capital Access currently serves as the program manager for two countywide home repair and energy retrofit programs in Southeastern Pennsylvania that will serve 1,000 low-income homeowners over the next two years. Both programs deploy public subsidies to address Habitability, Accessibility and Energy Efficiency needs. We use our Capital Access, Project, Grants and Expenditure Management System (CAPGEMS) platform to manage production and payments.

Job Responsibilities

CAPGEMS will fund construction contractors and professional service providers such as inspection, environmental remediation, architectural, and engineering services (“Payees”) who are contracted to work on home repair and energy retrofit projects. The Grants and Payments Specialist will support compliance, payments, and bookkeeping activities for projects under the direction of the CAPGEMS Finance Lead including, but not limited to:

- Assist with data entry and quality control review of documentation required to set up projects and payees for payment such as funding agreements, construction contracts and professional service provider agreements using approved templates.
- Set up projects and payees in QuickBooks Online Accounting Software (“QBO”) and CAPGEMS, based on directions of Finance Lead.
- Assist in logistics of generating and recording affordability control mortgages.
- Provide compliance and bookkeeping support for bi-weekly interim construction payment program which includes review of GC invoices, lien waivers, prevailing wage reports, and update of construction tracker prior to processing payments.
- Using compliance checklist, conduct verification reviews and process payments.
- Upon each payment, verify consistency of compliance and project accounting data and documentation in QBO and CAPGEMS.
- Assist with generation of production, expenditure, and compliance reports from CAPGEMS and QBO templates.

Helping communities thrive.

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- Coordinate with construction team that punch list items have been satisfied and homeowner has received copies of warranties and training in new systems and equipment prior to releasing retainage payments.
- Assist with reconciliation and closeout compliance activities following funder requirements.
- Provide compliance, bookkeeping and financial management support as needed.

Skills and Experience Required

- Minimum of Associate's degree in accounting **and** two (2) years of experience in accounting, grants management and/or construction bookkeeping.
- Experience with payment processing and compliance requirements for public funding sources, contracts, and agreements.
- Experience using QBO and/or grants management accounting system.
- Keen eye to identify discrepancies in data and/or communications that require management review and guidance.
- Proficient with Microsoft Office and related software for communications, coordination, data entry, and document management.
- Spanish Fluency is most welcomed.

Employment Terms

- This is a remote role that may require travel within the Delaware Valley of Southeastern Pennsylvania.
- This is a Non-Exempt, full-time limited term employee position where employment lasts as long as program funding remains, which is expected through December 2025, and potentially beyond.
- Starting salary is \$50,000 a year with performance bonuses.

Capital Access welcomes candidates with the above skills and experience to submit qualifications. We are looking for people who embrace the mission of customer and community service. Bilingual candidates are encouraged to submit qualifications.

Please email resume, two references, and letter of interest to recruitment@capitalaccessinc.com.

Capital Access reserves the right to request more information to help evaluate applicant qualifications. Capital Access is an Equal Opportunity Employer of staff and independent contractors for professional services. Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor.

Thank you for your interest in Capital Access.