



Job Description

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JOB DESCRIPTION: GRANTS ACCOUNTANT

BENEFIT GROUP: SPE

JOB CODE: AFM81

PAY GRADE: S14

AUTHORIZED STRENGTH: 2

PAY RANGE: \$39,230.61 annually
Min:
Mid: \$49,050.11 annually
Max:
\$58,869.61 annually

NATURE OF WORK:

Provides accurate financial accounting of grant funded programs and project activities, expenditures and budgets, ensuring compliance with federal, state or private agency's award specifications and reporting requirements; advises on management action to maximize funds and prevent under spending; performs other related duties as assigned.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Ensure compliance with various grants from the federal and state agencies; interprets and follows each grant or contract guidelines concerning reporting requirements and cutoff dates for expending grant funds. Tracks program and project operating expenses, personnel payments, revenue receipts, makes budget amendments, prepares report by due dates and provides advance on the overall financial status of award; advises on irregularities. Works closely with the managers and coordinators responsible for award oversight and administering pre-award and post-ward activities related to projects and programs; assists with budget preparation and filing of required fiscal reports; obtains needed data such as in-kind information, cash matches, and program narratives; provides status report to prevent under spending and maximize funds; Performs journal entries, makes transfers and budget amendments to correct negative balances, prepares expenditure corrections or reallocations, and prepares documentation as appropriate. Reviews data, invoices, and documents; codes grant payments and matches documents for input into system; prepares invoices and requests reimbursement of funds, and processes reimbursements from grant agency; reconciles invoices and grant reimbursements. Prepares reports on expenditures, encumbrances, budget and cash flow activity reports; requests reimbursement from funding agency; prepares summary reports of grant awards on a monthly or quarterly basis, or as needed. Analyzes and reconciles general ledger accounts of considerable complexity requiring independent judgment using specialist knowledge of and ability to interpret data and regulations. Establishes and implements daily operating procedures to properly process documents

and maintain records. Develops, modifies, maintains, and manipulates multi-level spreadsheets using programs spreadsheets software such as Excel; uses financial application systems such as IDIS or eCivis for providing data required for processing financial matters and completion of periodic reports required by grant agencies. Prepares documents and reports required for the annual audit; responds to inquiries from the auditors for each federal and state funded program. Review financial statements and audits systems of subgrantees or sponsoring agencies to ensure they have been properly completed and are in compliance with grant requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of financial accounting standards and general accounting principles. Knowledge of internal control procedures, policies, and operation methods Knowledge of automated accounting processes. Knowledge of financial and reporting requirements for grants from federal and state agencies. Knowledge of analytical review techniques and data processing fundamentals Strong computer technology skills including financial applications and Excel. Excellent organizational skills and ability to prioritize multiple tasks and work under tight deadlines. Excellent oral and written communication skills Ability to learn and use financial management applications such as IDIS/eCivis. Ability to prepare complex and accurate financial reports required by grants. Ability to establish and develop effective and cooperative working relationships with others and maintaining them over time. Occasionally travels to subgrantee sites to monitor or audit financial books.

MINIMUM QUALIFICATION REQUIREMENTS:

Bachelor degree in accounting, finance, or related field, and one (1) year professional work experience applying accounting theory and principles, analyzing financial activities, and recommending management action. Experience in fiscal administration of federal and/or state grants preferred. REVISED: 12/20/2011 - CF - Deleted reference to HUD to make description more general.