

GRANTS ACCOUNTANT II

The Grants Accountant II works under the moderate direction and supervision of the Senior Accountant of Grants Billing and will be responsible for reviewing, monitoring, billing, collections and reporting on assigned government (Federal, State, County, City etc.) and foundation grants. The Grants Accountant II must work with the responsible department/program staff to ensure grant spending is appropriate according to grant contract and be familiar with all laws and regulations including the Uniform Grants Guidance as well as nonprofit accounting principles such as restricted funds accounting. The Grants Accountant II is gaining or attaining a full proficiency in a specific area of discipline within the job and is responsible for the day-to-day input for the Grants billing Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Be a strong user of the overall accounting system, especially in the accounts receivable/billing
- Be proficient with the General Ledger coding system (grant, program, department, program)
- Review and be familiar with assigned contracts - especially the financial section
- Ensure grant budget is updated in the accounting system as needed
- Complete and record periodic grant billings by established deadlines
- Prepare grant budget actual report each month to monitor variances
- Work with applicable department/program staff to monitor variances
- Perform grant receivable collections to minimize old outstanding items
- Serve as liaison to grantors as needed
- Prepare periodic and close out grant reports according to required timelines
- Assist with budget modifications and new grant budget preparation as applicable
- Assist with grant audit as needed
- Keep abreast of laws and regulations that impact the assigned work
- Adhere to department and organizational standards, policies and procedures
- Be a team member of the finance department and support other departments' staff as needed
- Cross train as back-up for other accounting staff in the event of emergencies
- Uphold CRCD's Mission Statement and 5 Year Strategic Plan

GRANTS ACCOUNTANT II - CONTINUED

MINIMUM QUALIFICATIONS

- Four-year college degree in accounting, business, or related field
- 3 - 5 years' experience or education in accounting or related field
- Self-starter with demonstrated ability to work on multiple projects simultaneously, and the ability to meet tight deadlines
- Proficiency in the use of software applications, databases, spreadsheets, and word processing
- Understanding of accounting processes, procedures, and internal controls
- Strong research and analytical skills

PREFERRED QUALIFICATIONS

- Advanced College courses in accounting or related field of studies
- Advanced proficiency in Microsoft Office Suite with ability to create formulas in excel
- 3 - 5 years' experience in the Non-Profit Industry