

JOB TITLE: Grant Accountant

DEPARTMENT: CSRA Regional Commission, Administration

JOB SUMMARY: This position manages all fiscal responsibilities relating to various grants, including review of reimbursement requests, preparation of fiscal reports, and monitoring fiscal activity of subgrantees for compliance with Federal, State, and local policies.

MAJOR DUTIES:

- Review reimbursement requests for contract, budget, and regulatory compliance.
- Prepare monthly, quarterly, and annual fiscal grant reports as required internally and by external customers and agencies.
- Prepare and/or review and submit accounts payable for related grants.
- Assists in preparing draft grant budgets for approval by management.
- Analyze budget allocations, expenditures, fund balance and related financial activities for accuracy and budgetary compliance.
- Provide direction and support with recommendations to maximize use of funds.
- Assist with various external agency requests.
- Conduct periodic monitoring of subgrantees for the purpose of ensuring programs are operating within grant compliance.
- Attend meetings, workshops, and seminars as necessary to perform fiscal analysis.
- Perform other duties as assigned.

SKILLS REQUIRED BY THE POSITION:

- Knowledge of Federal, State, and local regulations, laws and policies (i.e. 2 CFR 200, etc.). Ability to use sound judgment in applying these regulations.
- Knowledge of policy and procedure best practices.
- Ability to analyze contracts against grant requirements.
- Establish and maintain effective partnerships with co-workers, officials of outside agencies, service providers, recipients of direct services, and members of the general public.
- Ability to prepare and present various reports with minimal guidance.
- Proficient in verbal and written communication.
- Strong organizational skills.

SUPERVISORY CONTROLS: The Director of Finance assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office or at monitoring sites.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting with at least 5 years' experience or experience equivalent to at least 10 years of progressive accounting responsibilities.
- Not-for-profit preferred. CPA or CGFM preferred.
- Proficiency in common workplace programs (i.e. Microsoft Office Suite, Adobe, etc).
- Possession of a valid driver's license required.