



Position Description

Title: Senior Accountant - Federal Grants		
FLSA Class: Exempt	EEO Category: Prof	WC Class: 8861
Job Title #: 210003	Salary Grade:	
Date Approved: May 4, 2018	Purchasing Approval Level: II	
Revision Date:	Revision:	
Grant funded: No	Job Class: Non-Program	

Purpose of Position

The Senior Accountant for Federal Grants is responsible for the oversight of all federal grants. The position works with Senior Leaders and Advancement to develop Federal Grant Request for Proposals (RFP's), monitor the compliance once the grant is awarded, ensure timely filing of all required reports, and develop appropriate policies and procedures. This position reports to the Director of Accounting

Major Duties (*Essential Element)

- Work with Program and Advancement staff to develop RFP's for potential grants
- Develop policies and procedures as appropriate for federal grant requirements*
- Monitor grant compliance monthly*
- Identify monthly billing requirements and ensure timely billing to the appropriate funding source*
- Collaborates with Senior Leaders to help their federally funded programs meet financial benchmarks.
- Prepares reports as required for all federal grant funded programs*
- Report status of all federally funded programs to CFO
- Participate in preparation of the annual budget
- Participates in completing the annual audit
- Collaborate with the Director of Finance in developing and implementing process improvements
- Work with Director of Finance on costing and other financial projects.

Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Strong customer service focus
- Excellent time management
- Excellent oral and written communication skills
- Strong analytical skills
- Advanced knowledge of Accounting systems, Excel and data base software
- Ability to work independently on complex assignments and projects

Required Education and Experience

- Bachelor's Degree in Accounting or Finance
- Minimum two to three years' experience in an increasingly responsible accounting role.
- Possess working knowledge of computerized accounting software.
- Possess a current, valid driver's license and meet the agencies requirements for automobile insurance.

Preferred Education and Experience

- One to Three years experience with federal grants

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Printed name: _____

Employee Signature: _____ Date: _____