

JOB DESCRIPTION



Position Title: Grants Accountant

Department: Finance

Employment Category: Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX12

Position Summary: The Grants Accountant is responsible for performing professional level accounting functions, including preparation, reconciliation and auditing of financial reports and statements. Completes timely and accurate financial reporting for all grant and contract activities, records non-student accounts receivable and assists with budget management of all restricted funds.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Completes financial reporting for all grant funding; submits funding requests for various grant programs; provides direction to grant program managers regarding requirements and allowable expenses; confers with outside awarding agencies regarding reporting requirements

Manages auxiliary and restricted funds; analyzes and reconciles accounts for accuracy and compliance with procedures and regulations; identifies and addresses weaknesses in internal controls and safeguards assets; prepares external and internal reports, journal entries, spreadsheets and cash requests; reviews and approves journal entries prepared by accounting staff; retrieves and verifies data from various sources; creates supporting financial statements and schedules required to prepare GASB statements

Assists with annual financial statement preparation; prepares closing entries and schedules; facilitates the audit by providing the auditors with transaction explanations and schedules; supports all department staff regarding transactions and questions; and assists in maintaining the chart of accounts

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in accounting, finance or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Three years accounting experience. Familiarity with grant work preferred.

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

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Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of accounting, finance, budgeting principles, practices and methods
Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work
Knowledge of generally accepted accounting principles
Knowledge of grant accounting and budgeting
Knowledge of Uniform Guidance and EDGAR regulations
Knowledge of general ledger, accounting statements and related accounting practices
Knowledge of account reconciliation methods and techniques
Knowledge of financial analysis methods
Knowledge of computerized accounting systems
Skill utilizing personal computer software programs affecting assigned work
Skill utilizing computerized accounting systems
Skill analyzing accounting problems and taking corrective action
Skill performing detailed numerical computation
Skill preparing detailed reports on a timely basis
Skill establishing and maintaining effective working relationships with staff, faculty, students and the public
Skill in presenting ideas and concepts orally and in writing
Ability to engage a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems
Ability to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under general supervision in an office setting. Some travel and occasional early morning, evening, or weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Finance and Procurement Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.