



## **TITLE Grant Accountant**

Reports to: Accounting Manager	Department: General Administrative
Classification: Exempt	Date: 9/2022

### **SUMMARY**

Applies principles of accounting to analyze and reconcile financial information and prepare grant financial reports and budget by performing the listed duties.

**TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL DUTIES.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reconcile restricted and unrestricted contributions to Raiser's Edge Development software.
- Gather and maintain support for governmental reporting on federal and private grants
- Prepares monthly draws for federal award reimbursement ensuring costs are in line with federal guidelines
- Assist Accounting Manager in preparation and monitoring of annual operating budget for grants as well as forecasting
- Gather, manipulate, analyze and report financial data as required for internal and external reports including ad hoc reporting as needed.
- Journalize and reconcile credit card transactions and accounts.
- Assist Accounting Manager and CFO in audit preparation for program and fiscal year audits.
- Code and enter invoices, issue accounts payable (AP) checks, voids, create positive pay file, record retention, respond to vendor inquiries and post accounts payable to GL.
- Back-up to the Senior Accountant for deposit and journalize checks and cash receipts and issue deposit logs.
- Backup custodian for petty cash and gift cards.

### **OTHER RESPONSIBILITIES**

- Additional projects and responsibilities as required by Chief Financial Officer or Accounting Manager.

**QUALIFICATIONS**

Education:	Bachelor's degree in Business/Finance/Accounting
Licensure:	None required
Experience:	2 or more years of related grant experience
Special Training/Skills:	Microsoft Office, Excel, Outlook, Word, Financial Software (Blackbaud Financial Edge), Internet navigation to websites.
Demonstrated Competencies:	

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. Must be able to lift at least 30 lbs.

**SUPERVISES**

This position has no supervisory responsibilities.

**WORKING CONDITIONS**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**EQUIPMENT USED**

- Table and chairs
- Telephone
- Audio-visual equipment
- Computers

Please send all resumes to [HR@iwsfamilyhealth.org](mailto:HR@iwsfamilyhealth.org) and [finch11@iwsfamilyhealth.org](mailto:finch11@iwsfamilyhealth.org)