

## **Grant/Project Accountant/Accountant II**

### **Grade 17**

#### **Position Summary/Objective:**

Responsible for pre- and post-award grant accounting, from application through closeout, ensuring compliance with City Policies and Procedures and funding source administrative guidelines. Works with the Assistant Finance Director and other departmental staff to oversee compliance and financial performance of grants and projects. Aids departments with bidding, purchasing and coding. Ensures accurate and timely submission of financial reports. Prepares requests for reimbursements/drawdowns journal entries, and reconciliations to ensure financial records are in compliance with both grant and GAAP requirements. This position also assists the Assistant Finance Director with year-end closing, audit, and financial statement processes to ensure a clean and timely year-end audit.

#### **Essential Functions: (Duties and Responsibilities)**

- Assists with and/or performs grant-related pre- and post-award functions.
- Perform accounting functions related to Federal, State, private and Local contracts and grants.
- Monitor and track the status of contracts and grants through their program life cycle.
- Prepare invoice/billings/vouchers and drawdown calculations.
- Prepare backup documentation as required by each funding source.
- Prepare adjusting and closing entries in the accounting system.
- Prepare, interpret, analyze, and monitor budget to actuals and variance reports.
- Assist with budgeting and forecasting activities.
- Prepare all required monthly, quarterly, semi-annual, and annual financial reporting documents for assigned programs.
- Answers financial inquiries about the program from internal staff and external parties.
- Escalate fiscal concerns to management.
- Ensure accounting records are continually maintained in compliance with Federal and State guidelines and Generally Accepted Accounting Principles (GAAP).
- Follow City accounting and financial policies and procedures.
- Maintain knowledge of current Federal issues relating to grants, contract, and governmental accounting.
- Research and interpret Uniform Guidance, laws, regulations, grants and contracts, as needed.
- Participate in bidding and selection process for grant funded programs.
- Assist in monthly and year-end financial close-out activities, audit, and financial statement processes to ensure a clean and timely year-end audit.
- Assist with financial reporting and administrative requirements of contracts and grants.
- Assists with other duties and projects as time allows.
- Perform any other designated duties required.

#### **Education and Experience Requirements:**

- Minimum of a Bachelor's Degree required. Bachelor's Degree in Accounting preferred
- Minimum of 2 years of experience working with Federal Grants is required.

#### **Specific Knowledge, Skills, and Abilities Required:**

- Strong technical accounting background.

- Excellent oral and written communication skills.
- Knowledge and ability to evaluate, recommend, and implement new fiscal methods and approaches when needed.
- Knowledge of governmental accounting, including treatment of restricted funds, deferred revenue, and accounting for government and private grants.
- Must have an understanding of accrual accounting concepts.
- Knowledge of the principles, methods, and practices of public financial administration, including budgeting, reporting, purchasing, and contract administration and negotiations.
- Knowledge of Uniform Guidance and Generally Accepted Accounting Principles (GAAP).
- Must be proficient in the use of Excel (Intermediate user level required).
- Must be highly organized with the ability to manage accounting workflow, assist with problem solving, multi-task efficiently on a daily basis, and effectively use office-automated systems to input data to facilitate accounting tasks.
- Must be able to provide reports timely, accurately, and consistently with the ability to deviate from routine when high-priority needs arise.
- Must be able to add, subtract, multiply and divide.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to meet deadlines and work under pressure with limited supervision.
- Must have the ability to read and interpret documents such as safety rules, operation instructions, and procedure manuals.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write business correspondence and procedure manuals.
- Ability to present information and respond to questions from groups of managers, clients, employees.

#### **Licenses/Certificates:**

- CPA preferred but not required
- Must be willing to obtain Certified Local Government Finance Officer certification within 3 years.

#### **Physical Requirements**

- Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Employee must have visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.

#### **Working Conditions**

- Work is performed in an office with a controlled environment without exposure to harmful conditions.

#### **Special Requirements**

- Valid Drivers' License

#### **FLSA Status**

- Non-Exempt