

### **Grant Accountant Job Description:**

- Function as an internal auditor to identify and reduce areas of risk and help ensure that financial and procurement policies and practices are consistently followed by response staff.
- Prepare and analyze general ledger trial balance/expense and revenue reports to ensure accuracy of financial transactions.
- Performs expenditure monitoring, financial forecasts, and audit requirements and is responsible for working with State, FEMA and other grant auditors to fulfill any data or record requests.
- Maintains a thorough understanding of each grant agreement billing requirements and timelines.
- Provide technical assistance to program staff to ensure they manage FEMA funding and other grants effectively.
- Disseminate grant financial information to directors for review and approval and provide accurate financial data and analysis to directors.
- Serve as primary liaison with state and FEMA representatives. Coordinate all activities in preparation for state and federal audits.
- Maintain organized grant files, such as agreements, amendments, billings and progress reports.
- Monitor accuracy of grant revenues and expenses and grant budgeted amounts against actual expenditures.
- Assure compliance with Uniform Administrative requirements, cost principles and audit requirements for federal awards.
- Maintain detailed records and logs, general ledgers and sub-ledgers; prepare journal entries; reconcile accounts, and projects and transfers between funds.
- Prepare, monitor, and manage grant and manage grant budgets
- Monitor and analyze financial transactions affecting budget, cash balances, billing, production, profit and loss, revenues and expenses and/or expenditures and other accounting data.
- Perform analysis of costs, fund balances, financial statements, budget worksheets, fiscal impact, financial trends and other data.

### **Minimum Qualifications:**

- Master Accounting Degree with minimum 3 years experience.
- Proficient use of systems software, financial and spreadsheet software and computers.
- CPA a plus

### **Preferred Skills and Experience:**

- Knowledge of professional government accounting principles, practices
- Knowledge of laws, rules and regulations governing accounting and budgeting procedures and practices in government operations
- Ability to perform reconciliations and prepare detailed journal entries between funds.