



2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

GRANT ACCOUNTANT

FLSA Status: Exempt

Summary of Position: The Grant Accountant is responsible for the grants accounting duties, including creating voucher spreadsheets and reports and other grants administration and accounting duties. This position is also responsible for working with other divisions, staff, and leadership to further the overall mission of the organization.

Specific Duties:

- Prepares monthly vouchers for grants and contracts
- Posts journal entries to the general ledger to assure all grant revenues are correctly allocated to the correct department, contract, and source every month
- Monitors grant expenditures and assure proper documentation is in place for grant expenditures
- Maintains complete and organized grant accounting files
- Participates in continuous improvement and system enhancement projects
- Collaborates with various divisions regarding government grant management, including preparation of program budgets and financial reports, and fulfilling compliance requirements
- Maintains information and documents in support of grant-related revenues and expenditures to ensure compliance with applicable local, federal, state, and other related regulations, statutes, and Generally Accepted Accounting Principles (GAAP)
- Prepares and maintains documentation to support federal, state, and other related agencies' audit inspections of financial transactions including compliance, billing, funds drawdown, correspondence, and other related activities
- Prepares year-end SEFA and state reports
- Manages funder audits
- Builds and maintains working relationships with program directors internally to ensure communication regarding grants is consistent, complete, and informative.
- Keeps abreast of all regulatory compliance and other related requirements.
- Reviews biweekly payroll timesheets to maximize staff grant allocation and ensure proper matching activity
- Assists with preparation of the annual agency budget, monthly close, quarterly forecasts, and the annual agency audit.
- Performs other ad hoc projects as assigned.

POSITION QUALIFICATIONS

- Knowledge of budget preparation and administration, financial record keeping, and reporting.
- Knowledge of general accounting principles including reporting requirements and procedures related to federal, state, and other related grants, cost accounting, compliance, and audit.
- Knowledge of principles and practices of contract/grant administration and monitoring.
- Knowledge of federal, state, and other related laws, rules, regulations, and policies pertaining to grant and contract administration.
- Knowledge of specialized reporting requirements and procedures in the preparation of accounting records and financial statements.
- Ability to interpret contracts, requirements, policies, and procedures relating to grants, applicable laws, rules, and regulations.
- Ability to compile and analyze data and prepare summary status reports.
- Strong analytical and problem-solving skills.
- Excellent communications skills (active listening, written & verbal).
- Strong financial management skills.
- Ability to multi-task, prioritize appropriately.
- Ability to work collaboratively with a wide variety of people, providers, and agencies.

The following qualifications are requirements for the position:

- Bachelor's degree in business or accounting or equivalent experience
- Prior grant experience preferred
- Strong computer literacy including Microsoft Office applications
- Exceptional multitasking and organizational skills
- Working knowledge of accounting practices.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to handle sensitive and confidential situations and documentation
- Works well in a team environment
- Experience working with Blackbaud Financial Edge or other accounting software

Other Requirements:

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Controller
March, 2022