



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Grant Accountant** performs the accounting and financial service functions for programs funded by Federal and State grants, primarily Federal and State Head Start Grants, and Federal Community Services Block Grants (CSBG). These functions include preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with Federal and State funding requirements, journal entries, and financial grant reporting including preparation of reports for granting authorities and budget proposals for Federal and State contract submission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting

1. Review and process State and Federal grant award contracts ensuring they are consistent with organizational standards and comply with MAAP and Uniform Guidance contract regulations.
2. Prepare and submit grant budgets and financial documents for applications and amendments
3. Prepare and submit financial statement package and various financial management reports for review by various stakeholders including applicable committees, senior leadership and external funders.
4. Monitor grant activity prepare annual program budgets and administer and maintain accounting records in accordance with Federal and State requirements; ensure compliance with laws, policies and procedures of assigned program budgets and accounts are met.
5. Manage the accounts receivable process including processing daily deposits, payments, refunds, generation of monthly billing, related reporting and continual process improvement.
6. Prepare deposit weekly and more often when needed
7. Code and/or review invoices for proper coding and authorization, and log into the accounting system
8. Manage the bi-weekly AP check run, including preparation for mailing
9. Assist with preparation for annual independent and other audits
10. Conduct monthly account reconciliations
11. Maintain office leases and amendments
12. Maintain accessible, updated and organized vendor files
13. Respond to routine departmental inquiries

Inform and Collaborate with Program Director and Supervisors

1. Assists in contract compliance, including reporting, preparing annual budgets, amendments, proposals, and projections with Program Directors.
2. Meets with Program Directors regularly to discuss financial status.
3. Demonstrates a vested interest into the success of each contract, proactively seeking ways to make the program more efficient and following through on resolving any issues or concerns.

Professional Development

1. Keeps up to date on State and Federal regulations governing all aspects relevant to this position.
2. Participates in any required trainings, meetings and professional development activities.

Position Title:
Grant Accountant

Department:
Finance

Reports To:
Chief Financial Officer

Supervises:
N/A

FLSA Status:
Non-Exempt

Salary Range:
RH1/L3

Last Revised/Approved:
November 2020

Leadership & Teamwork

1. Demonstrates effective communication skills in building relationships with all employees and clients.
2. Collaborates with all partner agencies to assure effective communication processes across agencies.
3. Adheres to the policies in the use of computer technology and all tele-communication devices.

Safety and Wellness

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

Miscellaneous Duties

1. Runs errands, e.g. banking, mail run, picking up supplies, as needed.
2. Performs light housekeeping duties.

Non-Essential Duties and Responsibilities

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding workflow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; lift and carry up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and weekend time may

be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least five years of progressively responsible work experience in accounting or grant management.
- Accurate and organized record keeping skills.
- Ability to interpret state/federal regulations within contract.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Experience in using ERP accounting systems, Sage MIP Abila preferred.
- Experience with MAAP and Uniform Guidance.
- Understanding of GAAP accounting and Financial Statements.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in finance or accounting, or in business with a focus on accounting, preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date