



Position Description

Grant Accountant

Job Title: Grant Accountant

Department: Finance

Reports to: Senior Accountant

Overview:

The Grant Accountant is responsible for management and oversight of the grant accounting for various government, corporate and private foundation grants supporting Stillman College

Key Responsibilities:

- Grant administration duties include award and post-award fiscal grant management working with program staff to ensure Stillman is in fiscal compliance with state, federal, and private grant reporting requirements.
- Perform general accounting activities, including reconciliations, assisting the Senior Accountant and CFO during the audit and journal entries during the month end close.
- Manage the grant disbursement process and reconciliation of fund balance to the general ledger.
- Assist the Senior Accountant in the preparation of annual and grant budgets and grant reporting, including backup documentation. Supply copies of audits and regulatory documentation to the appropriate requestor.
- Writing/creating, revising and/or reviewing policies and grant procedures.
- Maintain monthly grant spreadsheet to support the monthly grant billing process and prepare the monthly invoices.
- Prepare required financial information necessary for the yearly A-133 audit.

In addition to the core responsibilities of the position, may be asked, or may seek, to engage unique abilities, strengths and passions through participation on cross-functional teams.

Competencies:

- Communicates Effectively
- Relationship Management
- Adaptability
- Tenacity
- Continuous Learning
- Self-Management
- Drives for Results
- Problem Solving / Critical Thinking
- Customer Focus
- Teamwork and Inclusion
- Self-Awareness

Demonstrated Abilities:

- Ability to set priorities, take initiative, manage multiple tasks and meet deadlines
- Good organizational and project management skills
- Self-starter, very detail-oriented and possess the ability to work independently

Minimum Qualifications:

- A Bachelor's degree in accounting, finance or a related field
- A minimum of 3-5 years of grants management experience preferred
- Fund Accounting and A-133/Single Audit experience preferred
- Proficient with Microsoft Office applications and Internet usage
- **To Apply:** Please send an email to hr@stillman.edu with .pdf attachments of: 1) cover letter Addressing the candidate's interest in and qualifications for the position; 2) resume; and 3) completed Stillman Employment Application: <http://www.stillman.edu/images/documents/application.pdf>