GRANT & FINANCIAL ACCOUNTANT

Department: Business Office

Reports To: Director of Finance/Comptroller

Position Summary: The Grant & Financial Accountant will perform the accounting and financial service functions for post-award grants and other Business Office functions, including actual vs budget reporting, review/monitor individual grants, transaction compliance, billing, journal entries, and financial grant reporting through their final closing. As well as performs other technical accounting functions involving the accounting, recording, processing, reconciling, and reporting of the ledgers and accounts assigned.

Essential Responsibilities:

The following specific tasks and responsibilities require prioritization and the development of action plans for implementation.

- Plans, organizes, and coordinates the centralized accounting and financial reporting for post-award grants, including preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next.
- Prepares or assists in the preparation of all applicable fiscal reports for sponsored programs and ensures the timely submission thereof.
- Coordinates with key personnel at all levels of the university to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
- Maintains grant fiscal records and database.
- Reviews and approve journal entries for program managers, assigns account codes and monitors charges for reasonableness and compliance with university policies and procedures.
- Implement procedures to communicate, educate and ensure compliance with university policies and applicable grant regulations.
- Monitors grant expenditures to ensure they are allowable, reasonable and in compliance with the granting agency’s regulations, state and university policies, and institute budget authority procedures.
- Attends grant-related meetings to serve as Business Office liaison.
- Attends professional development training and stay abreast of the Office of Management
and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, and state laws, and any workshops or seminars on grants or special revenues.

- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, claims and payroll; reviews and validates data.
- Completes journal entries and reconciles accounts; reviews, investigates, and corrects errors.
- Cross trains in a wide variety of technical accounting duties; assists with the training and cross-training of university staff.
- Performs other duties as assigned.

Essential Qualifications:

- Bachelor’s degree in accounting, finance, business administration or related field.
- At least 1 year of fund accounting experience, preferably in a university setting.
- At least two years of general accounting experience or equivalent experience with grant management.
- Excellent interpersonal, problem-solving, and organizational skills.
- Ability to manage multiple projects, to anticipate information needs of faculty and staff related to grants, and to respond to new situations.
- Must possess a high level of accuracy and be detailed oriented.
- Knowledge of basis accounting skills; knowledge of Federal grant accounting standards is a plus.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed
- A personal commitment to North Park’s mission of diversity and Christian higher education

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.