CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Grants Accountant
DEPARTMENT: Finance / Grants
STATUS: Full-time / hourly / non-exempt
SUPERVISED BY: Controller
DATED: 9/18/2020

JOB SUMMARY:
The Grants Accountant works closely with both the Finance and Grants teams to ensure accounting functions related to grants are completed accurately and on-time. The person in this role spends 50% of their time working with the Finance team and 50% working with the Grants team. In addition to maintaining the grant accounting for Catholic Social Services, the Grants Accountant will be responsible for all Cash Receipt functions.

QUALIFICATIONS:
Competencies: Must treat each individual with dignity and respect; maintain client and program confidentiality and support the overall mission and direction of the organization. Must be a team player, self-starter, dependable, exercise discretion and adhere to business professional code of ethics. Must have mature planning, organizing and execution skills and be comfortable working in a dynamic organization that addresses a wide range of needs in the community.

Education/Experience: Bachelor’s degree (B.A.) in accounting, business administration or related field from a four-year college or university preferred. Must have a minimum of two years prior experience with grant accounting. Proficient with the use of MS Office Suite and have intermediate to advanced skills with MS Excel.

Skills: Must be able to read, comprehend and address a variety of external reporting requirements. Must be able to communicate clearly and professionally both verbally and in writing within the organization and externally.

DUTIES & RESPONSIBILITIES:

Grant Accounting
1. Grant drawdowns.
2. Enter new grant information into the Accounting software.
3. Account reconciliations.
4. Manage deferred revenue accounts.
5. Upload grant budgets into the Accounting software.
6. Prepare grant financial reports.
7. Issue new grant numbers.
8. Provide financial information for grantor reports.
9. Act as backup to the Grant Analyst.
10. Answer questions and provide financial information to the Program Directors.

Cash Receipts
1. Process receipts in accordance with CSS policy.
2. Maintain transaction records and files.
3. Reconciles processed work by verifying entries and comparing system reports to balances.
4. Maintain allowance for doubtful accounts records.
General
1. Deliver continuous improvement of processes and business skills across the organization.
2. Support agency activities and events as required.
3. Attend meetings as requested.
4. Other duties as assigned.

Physical Requirements: Ability to work at computer terminal for long periods of time.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and trainings as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: __________________________ Date: ____________

Supervisor Signature: __________________________ Date: ____________