

Accountant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$30.00 to \$30.00 hourly

Employment status: Contract / Temporary to Hire

Description

The Grant Accountant:

1. Oversees multiple federal, state and locally funded grants.
2. Monitors and analyzes all monthly grant expenditures, program budget projections and progress made to fulfill all program cost sharing commitments including the preparation of accurate and timely federal financial reports.
3. Ensures compliance with programmatic objectives, financial obligations and requirements as outlined in the contracts and grant agreements.
4. Prepares and reviews journal entries and adjustments to be posted to general ledger.
5. Prepares standard statutory, regulatory and GAAP financial and/or accounting reports.
6. Analyzes and reconciles accounting data and transactions.
7. Responds to inquiries for solutions to difficult accounting problems or for information or interpretation from third parties such as banks, auditors, vendors and governmental entities.
8. Notifies appropriate personnel of pending audit actions.
9. Develops, monitors and maintains budget and financial records for a department or unit.
10. Creates and maintains a high-performance environment characterized by positive leadership and a strong team orientation.
11. Remains abreast of current trends and developments in the accounting field.
12. Performs other professional responsibilities as assigned.

1. Experience and proficiency using Microsoft Excel and Word
2. Experience using PeopleSoft or other financial accounting systems for data retrieval, queries and system output reports
3. Experience preparing federal reports or financial statements
4. Experience analyzing and reconciling accounting data and transactions
5. Excellent oral, written, presentation and interpersonal communication skills

Requirements

Analytics, Analytical Skills, Microsoft Excel

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