



## JOB ANNOUNCEMENT

# GRANT ACCOUNTANT

The City of Quincy, Florida has an immediate need for an experienced Finance/Grant Accountant. This individual is responsible for maintaining financial, accounting and grant support services in order to meet the needs of the organization and the donor. This position is responsible for preparing financial statements, maintaining cash controls, providing financial reporting and analysis. This position is also responsible for the operations of post-award grant administration and related accounting duties. Working closely with the Senior Accountant and Finance Director, the Finance/Grant Accountant will focus heavily on budgeting, compliance, reporting and variance analysis functions

### **ILLUSTRATIVE DUTIES:**

- Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting and grant closeout functions required by Grants and Contracts Administration
- Prepare accurate and timely financial reports to grantors as required
- Prepare accurate and timely financial reports on grants for internal management purposes
- Work with the Finance Director on cash flow forecasts for programs
- Review invoices and provide account codes, when appropriate, for proper project accounting
- Produce budget and expense analysis report
- Prepare and distribute periodic invoices for project reimbursement
- Work with Program Team Leader, Budgeting Officer and appropriate city staff in the development of forecasts, budgets and budget revisions for programs
- Communicate monthly financial results with appropriate program staff, informing them of financial position of the project
- Coordinate with the Senior Accountant to process journal entries to various projects if needed
- Ensure compliance of grants with the City's policies/procedures and grantor's rules/regulations
- Perform ad-hoc financial analysis in response to requests or to provide support to various programs.
- Train and provide ongoing technical assistance to field office finance staff and program partners on best practices for financial management systems in order to increase capacity
- Visit city offices in order to support financial management of grant-funded projects, conduct periodic compliance review of grant-funded projects, to include financial management overviews with field office staff and partner staff
- Coordinate the monthly review and reconciliation of cash accounts including receipt of monthly bank statements
- Prepare monthly reconciliations for advance accounts to City offices
- Support required audits in the field and at HQ
- Identify and recommend cost savings initiatives for program activities and the organization

### **EDUCATION QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university in accounting or finance; Three (3) to five (5) years of professional accounting and/or fiscal management experience, including two (2) years' experience with general ledger functions. Experience with personal computers and financial accounting software, such as integrated spreadsheets and databases, is required.

### **SALARY RANGE:**

**\$40,852.00 - \$54,080.00**

***We offer a competitive salary and benefit package. If this sounds like the opportunity, you have been looking for, please email your application and resume to: [HumanResources@myquincy.net](mailto:HumanResources@myquincy.net) or mail to:***

404 West Jefferson Street, Quincy, Florida 32351

**CLOSING DATE: OPEN UNTIL FILLED**

***We are a Drug Free Workplace & EQUAL OPPORTUNITY EMPLOYER***