**NORTHEAST TEXAS COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

**Grant Accountant**

**Department:** Administrative Services  
**FLSA Status:** Exempt  
**Grade/Level:** Admin/Prof II  
**Job Status:** Full Time  
**Reports To:** Controller  
**Amount of Travel Required:** As needed  
**Positions Supervised:** None  
**Contract Length:** 12 months

**Work Schedule:**  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor

**PURPOSE:**  
Under the supervision of the Controller, performs all accounting duties related to grants, reconciles accounts receivable and completes daily cash balancing.

**MAJOR RESPONSIBILITIES:**

- Overall responsibility for all financial reporting for approximately 45 annual grants with total approximate budgets of $4 million dollars.
- Works with vice presidents, grants administrators, grant project directors and staff on budget set-up and maintenance.
- Works with representatives from funding agencies to establish reporting requirements and funding system requirements.
- Generates reports on a monthly basis for use by grants administrators and grant project directors in monitoring grant activities.
- Monitors monthly activity on all grants to ensure proper account coding and proper use of funds under grant terms.
- Works with grant administrators and grant project directors in balancing actual expenditures with budgets.
- Maintains grant archives, including contracts, amendments and closeouts for use in official audit preparation.
- Prepares monthly, quarterly and closeout billings as needed for each grant using various defined formats by the funding agency.
- Responsible for expedient collection of all billed grant funds.
- Prepares budget revisions and correcting journal entries needed to G/L for proper grant maintenance.
- Prepares audit work papers for independent audit.
- Works directly with audit firm representatives to resolve any issues or questions arising during the audit.
- Performs reconciliations of accounts receivable general ledger accounts.
- Performs daily balancing of business office receipts and researches and corrects any errors.
• Assists students and parents with questions regarding their receivable accounts.
• Assists with registration.
• Cross trained with General Ledger Accountant
• Performs other duties as assigned.

Minimum Qualifications

1. Job Knowledge and Skill Requirements
   a. Knowledge Required – Be familiar with policies and procedures regarding grant programs and the overall policies and procedures of the college; be familiar with grant writing in order to interpret grant documents;
   b. Skills Required – Personal characteristics such as reliability and dependability; work exceptionally well with others; good organizational skills and ability to work independently; confidentiality when working with payroll data; sound judgment and decision making skills; ability to analyze & resolve problems; attention to detail and accuracy as errors in billing could result in lost funds; computer literacy having the ability to maneuver in various applications and programs; knowledge of accounting principles; ability to meet deadlines; ability to solve problems quickly and effectively; ability to work effectively under pressure in a high paced environment.

2. Physical and Mental Requirements
   a. Physical Requirements – Ability to withstand frequent standing, sitting, reaching, walking and occasional lifting.
   b. Mental Requirements – Frequent cognitive decision making; frequent stressful conditions. Ability to organize and prioritize and meet deadlines.

3. Education and/or Experience Requirements
   a. Bachelor’s degree in business or accounting required.
   b. Three years experience working with grants preferred.
   c. Three years general accounting or other business office experience required.

4. Environmental Exposures and Occupational Safety and Health Hazards
   Position is an inside office position with minimal safety/health hazard potential.
SIGNATURES:

________________________________________  
Grants Accountant

Date

________________________________________  
Controller

Date

________________________________________  
Vice President for Administrative Services

Date

________________________________________  
President

Date

Job description developed: 1996
Preparer: Barbara Romine, Jaci Merritt, Kim Matthews, Beth Thompson