

# GRANT ACCOUNTANT

Finance | Accounting | Grant Accounting



## SUMMARY

Oversee all accounting tasks necessary to maintain multiple, diverse, Federal and State special revenue funds and capital project funds in accordance with the generally accepted accounting principles, Governmental Accounting Standards Board Pronouncements, and applicable Federal, State, and local guidelines.

### JOB OVERVIEW

#### Starting Pay

\$48,630 - \$62,442 per year

#### Schedule

Monday - Friday

#### Shift

7 a.m. - 4 p.m.

### LOCATION

Government Tower

### REPORTS TO

Comptroller

### SUPERVISOR TO

- Accountant I (Grants)
- Accounting Specialist II (Grants)

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with Directors, users, and Federal and State program representatives

### EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Prepare, oversee, and approve the compilation of finance reports and draw downs.
2. Prepare the annual operating budget for grant programs, which includes meeting with Directors and managers to discuss budgetary concerns and new objectives/goals for coming year. Review and analyze historical and projected costs, calculate grant carryover funds, and prepare line item amendments and budget amendments.
3. Prepare and oversee preparation of audit schedule for special revenue grant funds.
4. Communicate with Federal or State program representatives and Parish program Directors, managers, and staff relating to the proper accounting and reporting of Federal program activity and internal services funds (Risk Management).
5. Prepare monthly reimbursement requests and financial reports and year-end closeout reports to various Federal and State agencies.
6. Process monthly billings from Parish appointed attorneys.
7. Maintain central building and property lease agreement files and coordinate renewals.
8. Prepare sewer drawdown requests for the Louisiana Department of Environment Quality.
9. Fully supervise staff, interview applicants for open positions, and evaluate staff's job performance.
10. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Strong business mathematical skills and knowledge of accounting principles.
2. Self-starter, detail-oriented, able to solve problems, and plan and delegate tasks for efficiency.
3. Excellent follow through, able to multi-task, able to read and interpret Federal and State regulations, publications, grant contracts, and correspondence.
4. Excellent verbal and written communication to compose letters, memorandums, and narratives.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university.
2. Minimum of three (3) years of experience in a related field, preferably governmental accounting.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.