



Grants Accountant

REPORTS TO: Chief Financial Officer

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia

I. Position Summary

Provides fiscal support on grants and contracts for Children's Trust of South Carolina. Works with and supports the Grants Compliance Manager, program officers, and staff in developing, implementing and providing ongoing financial oversight to grants management operations, ensuring the appropriate use and accurate reporting of all financial transactions on grants and contracts.

Perform under limited supervision a wide variety of financial tasks.

II. Duties and Responsibilities

All duties and responsibilities are in relation to assigned grant(s) or contract(s).

Be the primary fiscal contact for sub-recipients and funders; understand specific grant requirements; ensure compliance on contract conditions and assurances; ensure reporting requirements are met.

Coordinate the budgeting process and detail for assigned grants. Setup budgets in accounting software and monitor budget activity for grants. Resolve accounting and reporting issues as necessary; prepare monthly budget-versus-actual status reports for use by program officers and Grants Compliance Manager; identify issues, concerns and problems and communicate with Grants Compliance Manager and program officers.

Evaluate the financial capabilities of sub-recipients and contractors for contract approval. Notify Grants Compliance Manager and/or program staff of any financial issues that may arise with subrecipients and contractors.

Monitor sub-recipients. Perform sub-recipients' site visits. Review budgets and reimbursement requests for appropriateness, and ensure sub-recipients are in compliance with established administrative and financial policies, procedures, and sound business practices.

Manage contractor agreements and ensure the terms and conditions of agreements are met and properly documented and communicated.

Coordinate with the Grants Compliance Manager and program staff, to ensure transactions are properly recorded and agree to the grant/contract agreement, while also ensuring sub-recipient/subcontract financial activities adhere to deliverable deadlines.

Approve invoices and expenses related to various programs managed.

Provide information to finance staff as necessary to assist in month end close activities.

Prepare invoices and requests for payments to funding agencies and reconcile grant expenses to funder reports.

Initiate, design, develop, and deliver training on grants fiscal management and Children's Trust grant requirements for sub-recipients and Children's Trust staff. Provide training and technical assistance to sub-recipients.

Protect organization's value by keeping information confidential.

Support program staff as necessary in delivering grant requirements.

Maintain efficient electronic and paper filing systems for financial records.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

III. Qualifications

Have a bachelor's degree in accounting or business administration, or equivalent business experience, as well as knowledge of generally accepted accounting principles; have knowledge of accounting practices and grants management procedures.

Work independently and set priorities; act effectively and efficiently under pressure; solve problems and exhibit strong organizational skills.

Excel at details, manage and organize multiple projects, work independently, and set priorities.

Embody excellent communication and interpersonal skills, having the ability to interact with internal and external contacts using diplomacy, tact and discretion.

Follow through with all projects and assignments, follow time lines and meet scheduled deadlines.

Work well in team environment across multiple agencies and funding partners, be assertive and persuasive as necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Have strong computer literacy; proficient in all Microsoft Office Suite and Financial Edge and Raisers Edge; use Trello for managing projects with team.

Children' Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.