



Regional Housing Authority

Position Description

GRANT ACCOUNTANT

I. Summary:

Responsible for the accuracy and compliance of all grant reporting and financial requirements. Assists the Controller with the annual audit. Analyzes financial data and prepares financial reports for management. Prepares both internal and external billings and assures prompt collection.

II. Authority:

Works independently and with all THRHA staff, clients and granting agencies. Reports directly to the Controller.

III. Duties and Responsibilities:

- Prepare monthly, quarterly, and close out financial reports as required by external funding agencies. Review trial balance to ensure compliance with external financial reporting requirements.
- Reconcile grant budget to actual expenditures and prepare, review and post necessary adjusting journal entries to ensure that grants are not overspent and are following reporting requirements.
- Meet monthly and advise grant administrators and project managers on the financial status of the grants.
- Prepare grant related invoices or draw requests both external and internal. Sends monthly statements and follows up on collection of amounts due.
- Document all communication to granting agencies, communicate with and seek clarification of funding agency financial reporting requirements. Maintain all grant files.
- Responsible for maintaining cost codes in the accounting database and communicating to program staff.
- Work with Grant Administrator to ensure financial reporting are submitted timely.
- Comply with 2 CFR Part 200
- Read and understand grant award documents to ensure compliance with grants awarded to organization.
- Assists the Budget Analyst with the preparation of the THRHA consolidated budget.
- Staff Support – Assist with payroll processing, vendor payments, and other activities as needed to assist the finance department in the performance of its duties.
- Other – Additional accounting duties may be assigned from time to time depending on the needs of the housing authority and or finance department.



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IV. Required Knowledge, Abilities and Skills:

- Knowledge of computer systems.
- Knowledge of accounting and reporting
- Proficient with Excel
- Experience with grant accounting
- Knowledge of government auditing standards and compliance in accordance with OMB Super Circular for Federal grants.
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Stand;
 - Walk;
 - Lift up to 30 pounds (files, copy paper, maintenance materials)

V. Minimum Qualifications:

Bachelor’s Degree with a major in accounting, business or finance preferred. Four years of accounting experience required.

VI. Grade Level:

Grade 13

Exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

(Updated July 2021)