

Grant Accountant

Reports to: Controller

General Responsibilities

Responsible for providing various accounting and recordkeeping activities for the three-year federal grant from EDA in cooperation with Florida Gulf Coast University.

Specific Responsibilities

1. Contributions
 - Records and reconciles receipts, contributions, and pledges.
 - Generates gift history reports as requested.
2. Profiles
 - Compiles, sets up, maintains and updates profiles for donors and vendors as necessary in computer accounting system.
3. General accounting
 - Prepares accounting schedules and reports as requested.
4. Accounts payable
 - Prepares proper documentation for payment invoices; inputs invoices into the accounts payable module of the computer accounting system; prepares checks for payment of invoices; obtains signatures on checks and prepares checks for mailing.
5. Grant Processing
 - Completes due diligence on grant requests.
 - Prepares proper documentation for payments of grants as they are requested by the appropriate approving authority; obtains signatures on checks; obtains or composes and prepares letters to accompany checks on grants or distribution from funds as requested; and prepares same for mailing.
 - Ensures grants are accounted for by grantees.
6. Memorandums of Understanding (MOUs) and Contracts
 - Follows through for completion of MOUs and contracts, obtaining signatures and distribution of final documents.
 - Ensures provisions of MOUs are carried out and properly accounted for.
7. Performs other job related duties as assigned by the Chief Financial Officer, Controller, or designate; performs other assignments for which employee is qualified within other areas of Collaboratory as requested.



Job Qualifications

1. Bachelor's degree required from an accredited college or university or experience equivalency as determined by Collaboratory.
2. Ability to fulfill job responsibilities with minimal supervision. Understanding of and ability to apply accounting principles, concepts, practices and procedures.
3. Advanced proficiency in systems, recordkeeping, reports and the use of personal computers (including such programs as Excel and Word). Experience working with accounting and information systems preferred.
4. Advanced negotiation skills with ability to deal effectively with a variety of people at all levels; good oral and written communication skills.
5. Ability in coordinating and handling a variety of events and several projects at one time.
6. Ability to deal effectively with a variety of people at all levels; good oral and written communication skills.

Special Requirements

Must possess the highest ethical standards, honesty, integrity, professionalism, politeness, courteousness, a positive attitude, dedication to quality and accuracy, and an ability to work well with co-workers in a small office.

