

Association of Science-Technology Centers Incorporated

Job Description
Grants Accountant

Supervisor: Controller

Level: Manager (full-time exempt)

Summary Responsible for pre-award budgets and submissions as well as post award grant accounting. Ensure compliance with funding source administrative guidelines, timely receipt of revenue, accurate submission of financial reports, A-133 Audit and orderly closure of projects. Assists the Controller with the annual audit and tax and information returns. Responsible for tracking grant requirements and timelines.

Essential Duties and Responsibilities include the following. Other related functions/projects/duties may be assigned.

- Responsible for providing guidance to grant project staff regarding government, foundation and industry proposals, including but not limited to adherence to the FARs, OMB, and other government contract regulations, as well as the policies
- Prepare and review contracts and modifications for grants and non-grants as needed and review with project manager, contractors and subcontractors.
- Communicate with project managers monthly to review status of grants. This includes interpreting federal requirements and granting agency guidelines.
- Communicate with contractors and subcontractors to ensure timely receipt of contracts, invoices and documentation, as necessary.
- Update Grants Manual as needed, and create and update proposal procedure manual and checklist, as needed. Train grant stakeholders on how to manage their respective grants in following granting agency guidelines and all federal regulations related to special programs.
- Invoice grants on a monthly basis.
- Provide documents for the Accountant about grant invoices.
- Verify payment of grants by reviewing iMIS records, review and reconcile the individual grants accounts receivable, and ascertain why payment was not made, if applicable.
- Responsible for maintaining all grant files, from proposal to closeout, including but not limited to a shadow budget for each grant to monitor spending and the necessity for budget reallocations.
- Prepare report requirements for the funding agency.
- Assist with the month-end and year-end journal entries closing process including year end reconciliation of grant income and funds received.
- Responsible for payroll including monthly, quarterly, and annual filings and maintaining the payroll information, as well as reconciliation of employee leave accruals.
- Responsible for calculating the 403(b) payment, insuring payment is correct and made in a timely manner.
- Serve as administrator for SmartBenefits program, updating participant information and transmitting on a monthly basis.
- Maintain and update the Exhibition Services spreadsheet, and prepare monthly journal entry.

- Assist with the annual audit by providing back up for support schedules.
- Assist in the preparation of information for the corporate tax and information returns.
- Substitute or back up person with the Great Plains software used for the general ledger and iMIS processing receivables, payables, and order processing/invoicing.
- Substitute or back up person for monthly journal entries (copier, postage machine, adjustments, salary allocations, transfers).
- Substitute or backup person to perform bridging from IMIS and Great Plains.
- Substitute or backup person for reconciliation of merchant account.

Travel Periodic travel is required.

Qualifications The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions of the position.

Education and Experience

- Bachelor's degree in accounting
- Must have 5 years preparing financial statements.
- Very strong Excel skills (requires linking for budgets and overall operations)
- Solid experience with complex accounting software e.g. Great Plains, Solomon and MIP and customer data base e.g. iMIS preferred
- Experience with report writers FRX and Crystal Reports desirable
- Five to ten years accounting experience, preferably in a non-profit environment
- Working knowledge of federal regulations relating to federal grants and contracts (OMB Circulars A-110, A-122 and A-133), including awareness of the Uniform Guidance (2 CFR 200)
- CRA preferred

Other Skills and Abilities

- Good analytical and research skills
- Proficient with local area network software for general ledger, accounts payable, accounts receivable and order processing/invoicing.
- Excellent communication skills both oral and in writing

Salary Details:

ASTC offers an excellent benefits package including medical, dental, vision, 403 B and competitive compensation in a metro accessible location.

To Apply:

Please email a cover letter explaining your interest in and qualification for the position and a resume; to lsecunda@astc.org