



## Grant Accountant

St. Vincent de Paul Society of Lane County is looking for an ambitious and hardworking individual to work as a Grant Accountant. This is an exciting opportunity to get more exposure in accounting systems! Candidate must have at least two to four years of accounting experience, great attention to detail, self-motivation, and the ability to work as part of a team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of accounting tasks such as grant draws, invoice funding to donor agencies, contract reconciliation, review of entries and documentation, revenue recognition, and development of information to support budget processes
- Perform monthly grant billing and ensures fiscal compliance
- Coordinate with key personnel at all levels of the organization to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines
- Provide reports, compile and analyze data and statistics
- Ensure the timely reporting of all monthly financial information relating to grants
- Perform A/P duties for First Place Family Center

### KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in business or accounting
- Two to four years of accounting experience
- Knowledge of accounting principles
- Knowledge of grants and contracts management including grant billing, reporting, and grant receivables desirable but not necessary
- Experience with Great Plains or similar software desirable, but not necessary
- Ability to interpret contract and grant terms and conditions
- Ability to work independently, as well as part of a team, to carry out assignments to completion
- Computer literacy sufficient to operate spreadsheet and word processing applications (i.e. Microsoft Excel, Microsoft Word, Microsoft PowerPoint)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_