



Position Title: Grants Accountant

Reports To: Controller

Department: Finance

Classification: Full-time, Exempt, 12 months, Benefits Eligible

POSITION OVERVIEW

Performs professional accounting activities for functional areas requiring application of advanced professional, competent knowledge of accounting principles and practices.

DUTIES AND RESPONSIBILITIES

- Maintains accounting records for federal and non-federal grants; this includes establishment of the grant budget accounts, monitoring to ensure disbursements in accord with budget, preparation of monthly grant reports submitting them to the appropriate college administrator as well as the Controller within the established timeline as determined by supervisor, preparation of support for grant draws, establishment of appropriate records in accord with grant requirements
- Provides grant and/or contract information in a timely manner to administrators with the College
- Ensures funds are adequately budgeted and that all conditions of the grant/contract are satisfactory
- Ensures adherence to guidelines and policies and monitor the financial and programmatic status of assigned accounts
- Maintains database and ensures that project purchases and reimbursable transactions are billed/posted to correct accounts
- Performs other duties as required or directed
- Some evening and occasional weekend work may be required during peak periods of the year

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting or a Business-related degree
- 2 to 5 years of professional accounting and/or grant accounting experience

KNOWLEDGE, SKILLS, & ABILITIES

- Skill in applying advanced accounting principles, practices, and procedures to resolve accounting issues
- Skill in exercising broad discretion and creativity
- Knowledge of accounting management systems
- Ability to communicate effectively with internal College staff and external public

- Ability to manage multiple priorities while meeting competing demands and deadlines

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please