I. BACKGROUND INFORMATION

Title: Grant Specialist
Department: Finance
Supervisor: Director of Finance/Chief Financial Officer

II. DESCRIPTION
The Grant Specialist is responsible for preparing timely and accurate invoices for requesting payment from Funders.

III. RESPONSIBILITIES
- Prepares invoice to bill grant funder in the format specified by the funder
- Prepares and maintains supporting documentation for the grant invoice
- Works with funder to resolve any issue with the invoice amount or to provide support
- Reviews and verifies the accuracy of journal entries and accounting classifications assigned to grant records and works out issues with accounting clerks engaged in general accounting activities or with the program manager
- Prepares reports on the financial position of the Grants and a variance analysis, and informs program manager of progress and issues
- Reviews terms and conditions of awarded grants to gain an understanding of the program requirements, time frame, invoice format, and deadlines
- Prepares various other accounting statements and reports as required by the funder
- Assists with the grant budget for new grants
- Prepares A/R entries for the general ledger
- Monitors A/R aging for grants and coordinates payments issues with funder
- Assists in year-end closing and audits related to grants
- Assists with preparing other regulatory reporting as applicable
- Assists with Payroll Processing Functions
- Follows methods or established policies and procedures to maintain the efficiency of the finance department and Recommends changes in methods or procedures to improve the efficiency of the Accounting function
- Maintains and protects organization’s confidentiality by keeping information confidential
- Performs other duties as assigned by your Supervisor and/or the Director of Finance/CFO
- Assists with Accounts Receivable Deposits as needed.

IV. EDUCATIONAL REQUIREMENTS
• Associates Degree with a concentration in accounting

V. LICENSES REQUIRED
• None

VI. EXPERIENCE REQUIREMENTS
• Two (2) years of experience invoicing funders or other relevant experience
• Microsoft Excel experience
• Health care industry experience Preferred

VII. QUALIFICATIONS
• Able to work well under rigorous deadlines
• Teamwork Oriented
• Excellent interpersonal and human relations skills and an aptitude for communicating with funding staff and across the organization with employees, department managers & directors
• Demonstrates good organizational and time management skills
• Detail oriented and thorough
• Excellent numerical skills and Microsoft Excel Skills
• Skilled in collecting information, analyzing data, and reporting results
• Good understanding of US GAAP accounting principles
• Good understanding of Internal Controls
• Demonstrate ability to adhere to strict confidentiality

VIII. PHYSICAL REQUIREMENTS
The physical demands of this position are those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge receipt of this job description, and understand and accept the duties and responsibilities as listed above.

________________________________________________________________________________________
Signature of employee Date

________________________________________________________________________________________
Printed name of employee

________________________________________________________________________________________
Signature of supervisor Date

________________________________________________________________________________________
Printed name of supervisor