

T.H.E. Clinic, Inc.
JOB DESCRIPTION

Position Title: Grants and Contract Accountant.

Department: Fund Development

Status: Part-time to full-time.

POSITION SUMMARY:

Under the general direction of the CFO, the Grants Accountant is responsible to oversee the grants budgets in connection with financial matters including invoicing, reporting, and contract compliance and monitoring

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the Grants Funds Management and Reporting: budget monitoring, supporting budget revisions and reallocation requests.
- Monitoring Actual grants expenses: making sure expenses allocated according to the grant's budgets and in compliance with donor's contractual requirements.
- Monitoring Deliverables for each grant and Timely Grant Reporting to the funders.
- Grants utilization and maintenance of the excel spreadsheets, prepare/ collect applicable back up for all grant submissions, process invoices and reconcile any discrepancies.

Required KNOWLEDGE OF:

Principles, practices, and methods of accounting and auditing; principles and practices of financial administration including budgeting and reporting; current office practices, procedures, methods, and equipment; current principles and practices in operations procedures and data processing, application of data processing in the maintenance of accounting records and financial administration; budget preparation, program analyses, and revenue forecasting; principles and practices of organization, administration, budget, and management; and reports accounting practices required by state and federal regulations.

QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- College degree from an accredited college or university in accounting/finance or business/health administration.
- Min. 3 years of experience in non-for-profit accounting and financial systems.
- Should have knowledge and experience in health care finance, including third party reimbursement mechanisms and Federal guidelines regarding budget and financing.
- Supervisory experience a must.

- Proficiency with automated accounting and billing systems; experience with Fund Accounting software preferred.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for a prolonged period and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.