Downloaded from <https://www.velvetjobs.com/job-descriptions/grant-accountant>

# Example of Grant Accountant Job Description

Our innovative and growing company is looking to fill the role of grant accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for grant accountant

* Assisting department managers with their budgets, and then keeping them updated on their results in terms of their budget vs
* Conduct regular budget review of programs
* Prepare monthly financial statements, variance reports, the agency's annual budget and forecasting processes
* Reconcile and perform grant closeout functions required by contracts administration and sponsors
* Ensure adherence to guidelines and policies
* Identify and prepare resources needed for A-133 and 122 audits
* Ensure the integrity of accounting information
* Monitor fiscal compliance of the organization's programs and services
* Maintain up-to-date knowledge on the organization's funding sources, grants and contracts, ensure implementation of best practices
* Assist and participate in all pre and post-award grant processes

## Qualifications for grant accountant

* Knowledge of fund-based accounting systems
* Perform analytics related to budget vs
* 10% special projects and other related work as required
* Work with CFO and funders to resolve any issues
* Responsible for timely and accurate grant reporting
* Prepares, reconciles and submits quarterly financial reports