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# Example of Grant Accountant Job Description

Our growing company is searching for experienced candidates for the position 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

* Revise Q4 financial report templates for partners (if changes were made during Q3 reporting) and set up Q4 actual line items for headquarters report as needed
* Revise templates as needed for major grant budget revisions for 2017 by project team and partners
* Assist project team to make changes to budgets
* Prepare grant compliance checklists for use by project teams, for each of five grants for 2017
* Demonstrated ability to effectively communicate verbally and in writing, informally and formally
* Sensitivity to, and appreciation of, cultural, political, and geographical differences, with ability to work well with faculty and staff from around the world
* Responsible for the allocation of cash, fed
* Responsible for receivables related to sponsored projects
* Reviews subrecipient A133 report noting any findings and work plans that need to be implemented
* Assists the Manager of Project Accounting during the annual A133 audit

## Qualifications for grant accountant

* Minimum of 3-4 years’ experience in accounting and in a healthcare setting
* Excellent analytical, oral and written communication and customer service skills
* A bachelor’s degree in accounting and two years of accounting experience is required
* Minimum of one year of sponsored project accounting experience
* AS in Business or Accounting preferred
* Provide input, and assist with system upgrades and implementations • Identify areas of improvement within University financial systems