



**JOB DESCRIPTION**  
**GRANT ACCOUNTANT**

**HOURS M-F:** 8:00 AM – 5:00 PM, Full-Time (Approx. 40 hours per week)

**SALARY:** Commensurate with Experience

**REPORTS TO:** Controller

**EDUCATION & EXPERIENCE:** Bachelor's degree in finance/accounting

**SKILLS:** Knowledge of finance and accounting functions, including budgeting, reconciliations, expense tracking, and internal controls. Skill in analyzing financial data and preparing appropriate related reports. Skill in relating organizational objectives to financial policies on costs, fees, credit, etc. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives. Skill in establishing and maintaining effective working relationships with administration and staff. Skill in identifying and resolving problems. Ability to collaborate with management and department staff to achieve objectives.

**PRIMARY DUTIES:**

- assists with financial accounting functions to ensure accurate recording and reporting of clinic and grant financial information
- proper recording of grant income and expenses
- understand state, federal, and local grant reporting requirements
- prepares financial reports for tracking of budgets and allocated funds to grants
- assists with the internal audit program to ensure internal financial controls are regularly tested and described
- contributes to month end close process through reconciling accounts and grant expenditures
- assists with accounts payable and expense reimbursements
- maintains logs on use of travel, books, and dues allowances
- assists with preparation of annual audit
- conducts ad hoc projects to analyze financial data
- maintains strictest confidentiality

**OTHER DUTIES:**

- assist with Administration phones and errands
- provide general office support
- other duties as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer and calculator
- Long periods of sitting

Revised: 12/13/2021

- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

TO APPLY: Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

\_\_\_\_\_  
Date