

POSITION Grant Accountant
APPLY BY October 31, 2021
HIRE DATE November 15, 2021

DIVISION Fiscal Services
REPORTS TO Controller
CLASSIFICATION Salaried Exempt
POSTING DATE October 12, 2021

SUMMARY

The Grant Accountant position is part of the fiscal services team and reports directly to the Controller. This position leads, advises, and supports financial management of grant projects from pre-award development work through post award activities and includes financial reporting responsibility, both internal and external, as well as monitoring internal control compliance procedures to prevent errors, omissions, and misappropriation of funds. Work will be done in collaboration with others in the development and implementation of grants aligned with mission, vision, and strategic goals of the college. The Grant Accountant is responsible to manage and complete all post award financial reporting, invoicing, and journal approvals. Responsibilities include analysis, maintenance, and reporting for project accounting. The position will provide financial guidance to grant managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES

- Manage periodic and year-end reporting of college grants. Oversee the accurate and timely recording of grant activity. Review and determine the appropriate accounting based on information received. Ensure all grant activity is in compliance with grant guidance and college policy. Ensure that all analyses and financial reports prepared for grantors and financial audits are appropriate, accurate and completed in a timely manner. Perform internal audits, adjust journals and final reports, input data, verify and complete entries, and monitor receipts and disbursements.
- Develop and record grant budgets including budget narratives based on grantor guidelines. Work may involve, but not be limited to, verifying the accuracy of account numbers, preparing claims to grantor agencies in coordination with Human Resources and Fiscal Services personnel. Work with grants development personnel to ensure grants proposals are developed following college policies and guidelines aligning with strategic directions of the college and maximizing fiscal efficiency.
- Work with other college departments, grantors, and auditors as needed; related to grant terms and conditions, expenditures, business procedures, cash management, regulatory requirements, reporting procedures, and other project activities. Exercise independent review and judgment about issues encountered and determine options for issue resolution.
- Communicate regularly and provide financial information to grants managers to facilitate proper execution of grants activities in a fiscally responsible manner.
- Provide ad hoc budget scenarios and multi-year modeling as requested related to current grants or prospective grant opportunities to facilitate an evaluation about return on investment and the cost to sustain the project after the conclusion of the grant.
- Perform monthly bank reconciliations of all SWTC entities.
- Perform other related duties of a comparable level/type as assigned.

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

- Bachelor's degree in Accounting or related field and 2 years of related experience; or equivalent combination of education and experience. Experience used as an equivalent of an educational requirement is in addition to any experience required by the position.
- CPA or demonstrate ability to become a CPA within four years of hire.
- Knowledge of Accounting, Budgeting and Mathematical principles, practices, and concepts.
- A solid understanding of applicable Federal, State, and Local laws, rules, and regulations; applicable computers and software; and methods of preparing financial reports.
- Skilled at providing customer service.
- Comprehensive communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
- Excellent at performing accounting activities, monitoring fiscal accounts, and preparing financial documents.
- Ability to preserve confidentiality while maintaining data integrity and records.
- Proficient at interpreting departmental procedures and policies.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2310.

WAGE RANGE: C44 \$55,488 – \$77,683

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.