



TITLE: Grant Accountant

COLLEGE/SCHOOL/DEPT: Business Office/Support Services

REPORTS TO: Controller

FLSA: Exempt

SALARY: \$56,700 - \$65,000

POSITION SUMMARY:

The position is to support the Controller and Business Office in carrying out the financial functions of the University. Position is responsible for overseeing grant compliance and contract accounting and ensuring costs are allowable, complete, accurate and appropriately identified and tracked. Ensure all such accounting records follow audit requirements, grantors, and donors. Keeps Controller informed on all areas of concern, issues, or major discussions involving grants and contracts with Budget Officers, or other Heritage personnel and outside agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assists individual grant budget officers in the preparation of the annual fiscal versus grant budgets under their responsibility and any necessary budget modifications that may arise.
2. Performs initial review of financial and budget matters in grant proposals before such proposals are submitted to funding agencies and ensures compliance with institutional policies and procedures.
3. Provides the principal investigators/budget officers of grants/contracts with accurate and timely expenditure reports.
4. Reviews and analyzes the monthly grant budget variance reports and requests action on budget modification from budget officers in order to prevent line-item overspending.
5. Upon approval of grant application and receipt of grant award notification, assists in preparation of Grant and Contract Management Budget Forms with Controller and Grant/Contract Budget Officers. Assists in establishing protocol and timetable for reports, reimbursement requests and other requirements.
6. Ensures expenditures allocated to grants are following Federal guidelines of A-133 Audits of States, Local Governments, and Non-Profit Organizations, A-122 Costs Principles for Non-Profit Organizations, and A-21 Cost Principles for Educational Institutions, the OMB Uniform Guidance (2 CFR 200), including the CFDA Compliance Supplements and specific grant award requirements.
7. Prepares reimbursement requests twice a month or as needed for various grants/contracts to support the cash flow needs of the University. This process includes the collection of, and reconciliation of, the Time and Efforts reports for grant compliance.
8. Draws cash for all Heritage's Federal funds programs and coordinates Student Financial Aid transactions with the Director of Business Services and the Director of Financial Aid and semi-annually performs reconciliations with Financial Aid and Student Accounts.
9. Assists in the month end closing and financial reporting process including account analysis. Ensure audit trail documentation is maintained for review. Prepares all necessary journals and invoicing for the various grants and contracts in a timely manner.
10. Assist and perform financial analysis and special projects as needed by Controller.
11. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
12. Upholds the Heritage University Mission Statement.
13. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
14. Reporting requirements include Annual Schedule of Expenditures of Federal Awards, various Federal and State reports, audit reports based upon Grant and awarding criteria, monitoring of sub-recipients, and reporting, as well as others identified as needed by the various granting agencies and Heritage.

OTHER DUTIES AND RESPONSIBILITIES:

15. Assists as needed in the review of purchases of fixed assets for proper capitalization. Helps maintain fixed assets in Sage software system and completes annual reports and any needed audit reports. Works with Directors of IT & Plant on annual fixed asset inventories.
16. Assists in preparation of financial documents required by Controller or auditors.
17. Oversees and generates filings for state Charitable Solicitation requirements.
18. May be assigned to assume some 3rd party billing responsibilities.
19. Performs other duties as necessary or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's degree in accounting or business finance with accounting emphasis is required. Two or more years of related work experience required.
- Experience with federal grant accounting is highly desirable.
- Working knowledge of CFRs and how they relate to Grant Compliance
- Demonstrated ability to communicate effectively with people of diverse backgrounds and interests is essential.
- Excellent interpersonal and team building skills are essential.
- Strong organizational skills and an ability to prioritize multiple responsibilities.
- Experience in use of computers including accounting applications, Microsoft Excel, Word, and Access.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU App](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to:

Humanresources@heritage.edu

OR

Heritage University
Office of Human Resources
3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.