

**Project Now, CAA  
Job Description**

**Job Title:** Accountant  
**Department:** Finance Accounting  
**Reports To:** Manager 6  
**Wage Grade:**

**Prepared By:** K. Foster  
**Prepared Date:** June 2021  
**FLSA Status:** Non-Exempt

**SUMMARY**

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Compiles and analyzes financial information to prepare general ledger entries, documenting business transactions as related to grant funding.
- Analyzes financial information detailing assets and liabilities, and capital, and prepares profit and loss statement, and other reports to summarize current and projected financial position for other managers as it relates to grant funding.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Assists department personnel in writing periodic reports to comply with grant funding requirements.
- Maintains master grant files with original grant documents, correspondence and closeout documents, both the physical file and electronic files as appropriate.
- Interacts and assists a variety of staff with financial information, including information for grant applications, quarterly reports and annual/closeout reports.
- Is expected to perform a variety of backup functions within the finance department including payroll, grant reporting, accounts payable, report preparation and other duties as requested.
- Prepares information for, provides information to and works with a variety of auditors/regulatory persons as directed.
- Other duties as assigned.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Must be able to understand and utilize generally accepted accounting standards, Grant Accountability Transparency Act “GATA” and adhere to Office of Management & Budget “OMB” Part 200.
- Must have full knowledge of and adherence to Project NOW’s Finance Policies and Employee Handbook.
- Must be able to read, write and understand the English Language and be able to communicate effectively both verbally and in written form.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Must be able to multi-task and practice good time management practices and think through and understand the accounting process to ensure proper compliance with generally accepted accounting principles.
- Must have reliable transportation, valid driver’s license and proof of insurability.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE**

Minimum of Bachelor's Degree in Accounting or Bachelor's Degree in Business with related accounting course work required. Experience in grants accounting preferred. Must be proficient with personal computers and able to quickly adapt to various accounting software. IT proficiency a plus. Must be proficient in Microsoft Windows and Office. Experience with MIP software a plus. Must be able to use 10 keypad, keyboard and other office equipment.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds as associated with the office environment. The noise level in the work environment is usually quiet, as it relates to the office environment.

*Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.*