



SUBMISSION DETAILS:

Interested applicants must submit a cover letter and resume to info@wfnconsulting.com. Attachments should include the candidate's last name and the job title.

Job Title: Grant Accountant

FSLA status: Non-Exempt

Department: 300 Cobb

Reports to: Deputy Director

Position Summary: Primarily responsible for all financial transactions processed through the Cobb County CDBG Program Office.

Qualifications Required:

- Bachelor's degree in Accounting
- Intermediate computer proficiency with Microsoft Office Suite, specifically Excel and Word
- Proficiency in written and oral communication skills
- Must be able to work independently and in teams
- Strong interpersonal skills and public speaking skills
- Minimum 2 years' experience in accounting, auditing, financial reporting, budget or related area
- Valid Driver's License

Qualifications Desired:

- Work experience in the fields of Business Administration, Public Administration, Political Science or related field
- Work experience in grant administration.

Essential Functions and responsibilities:

- Primary contact/liaison between the Department of Financial Services on financial issues including budgeting, accounts payable, accounts receivable, and cash management.
- Conducts monthly reconciliations of grant expenditures with general ledger activity
- Conducts internal weekly expenditure reports and sends reports to the Deputy Director and Director
- Manages all financial and accounting functions for grant programs
- Maintains accurate and financial records for all HUD grant programs and WFN expenses
- Prepares monthly, quarterly, and /or annual financial reports for all grant programs
- Tracks cross-program financial data spreadsheets. Collaborates with program specialists to analyze budgets.
- Analyze federal grant expenditures daily for adequate documentation and compliance with all applicable state and federal requirements

- Prepares journal vouchers/transfer requests, cash receipt and disbursement entries
- Maintains supporting documentation, analyze expenses, and verify payments received for WFN billing
- Provides annual financial monitoring
- Provides assistance to internal and external auditors and financial monitors from local, state, and federal agencies, when requested
- Participates in public meetings and community outreach workshops, as needed.

Nonessential Functions:

- Perform other related duties as assigned

Success Factors/ job competencies:

- High level of professionalism
- Computer proficiency in Microsoft Outlook, Excel, Word, Database Management
- Time Management- the ability to prioritize and meet deadlines
- Analytical skills
- Excellent interpersonal and communication skills
- Strong Team Player

Physical Demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms, stoop, bend, talk and hear. Employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision.
- *Work Environment:* The noise level in the work environment is usually minimal

Performance standards:

- Quarterly performance appraisal
- Attainment of annual goals established between Deputy Director and incumbent