

## **SENIOR ACCOUNTANT (GRANTS AND REGULATORY REPORTING)**

### **GENERAL STATEMENT:**

Perform financial administration, fiscal policy compliance and control, and other skilled accounting services. Perform accounting, analysis and compliance duties pertaining to regulatory reporting, grants, contracts and financial aid programs.

### **REPORTS TO:**

Director of Accounting Services and Controller

### **OCCUPATIONAL GROUP:**

Professional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in accounting or closely related field.

#### **LICENSE OR CERTIFICATION:**

CPA preferred

#### **EXPERIENCE:**

Five years' accounting and financial process control experience required. Experience in public higher education preferred.

#### **OTHER:**

Thorough knowledge of generally accepted accounting principles and financial control systems. Knowledge of grant cost accounting principles. Proficiency in Microsoft Windows and Office, high level of proficiency in Excel. Ability to work well and communicate effectively with co-workers, faculty, staff, administration and students. Ability to prepare and interpret complex financial reports and statements. Ability to interpret and apply governmental accounting standards (GASBs) and other statutes and regulations as they pertain to public higher education financial transactions. Ability to work independently with sound judgment and under time constraints.

### **DUTIES AND RESPONSIBILITIES:**

#### **GRANTS AND CONTRACTS:**

- Monitor expenditures funded by grants and contracts.
- Prepare monthly, quarterly and end of year reports and billings.
- Work closely with grant administrators to provide considerable assistance regarding implementation and management of grant budgets.
- Work closely with Senior Business Analyst to insure grant budgets are accurately maintained in the college's budget system.
- Interpret, understand and apply state and federal grant guidelines.
- Provide extensive guidance and research for all grants to ensure compliance with award requirements and regulations.
- Prepare all required award financial reports in a timely manner. Ensure all outstanding obligations are resolved prior to award close-out.
- Provide training to departments on grant financial administration.
- Analysis of federal, state and local grant Time and Effort Reports.
- Maintain and update Grant Accounting Policies and Procedures.
- Work with Grant Writer and others as needed to assist in budget preparation for grant applications.

#### **OTHER DUTIES:**

- Review and enter all journal entries after approval by the Controller.
- Prepare financial aid reimbursement requests and submit reports for federal, state and other agencies, including drawdowns from the Department of Education.

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- Work closely with Student Financial Aid and assist with analysis and reconciliation of student financial aid general ledger accounts.
- Work closely with the Senior Business Analyst to insure student financial aid budgets are accurately maintained in the college's budget system.
- Prepare state and federal regulatory reports including the Legislative Appropriations Request (LAR), Report of Fundable Operating Expenses (RFOE), Integrated Fiscal Reporting System (IFRS) tuition and fee report, Integrated Postsecondary Education Data System (IPEDS), and other similar reports.
- Prepare journal entries as needed and for month-end and year-end closing.
- Assist in preparation of college records for annual independent audit.
- Serve as back-up for the Senior Accountant (Financial Reporting)
- Together with the Senior Accountant (Financial Reporting), serve as back-up for the Controller.
- Other duties as assigned by the Director of Accounting Services and Controller or other supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May require irregular evening or weekend hours.
- May be required to travel between campuses or for other college business.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 11/8/04*

*Revised: 11/2/2016*

JD440