

## **GRANTS FISCAL OFFICER**

**REPORTS TO:** Chief Accountant

**GENERAL RESPONSIBILITIES:**

- Prepares or assists in the preparation of all special program budgets and reports.
- Supervises all special program expenditures.

**PERFORMANCE RESPONSIBILITIES:**

- Prepares and manages all federal reimbursement requests.
- Assists in the preparation and review of all federally-titled budgets.
- Assists in the maintenance of a current chart of accounts.
- Assists in the review of federal budgets, other grants and accounts to insure compliance with all legal and program requirements.
- Compiles special financial reports and questionnaires.

**QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's degree in Accounting or Business Administration (with 27 hours in accounting). Two (2) years of successful administrative and accounting experience with a large corporation or public entity.