

# Grant Accountant



## Job Description

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- This Medical Center stands as a leading academic medical center, providing a comprehensive range of medical services, education, and research to the community.
- With state-of-the-art facilities, the medical center is committed to delivering specialized care, advancing medical knowledge, and playing a vital role in community health.
- The medical center's dedication to quality patient care and its role in medical advancements make it a pivotal institution, shaping and enhancing the healthcare landscape in the region.

## Requirements

- Bachelors degree -- accounting
- CPA preferred
- Minimum 2 years experience in grant accounting or conducting single audits
- Ability to manage time and work on multiple projects simultaneously.
- Ability to think and work independently as well as collaboratively.
- Demonstrates effective listening, oral and written communication skills.
- Ability to read and proof documents for accuracy.
- Demonstrated experience in accounting, management, financial standards, fiscal policies and procedures.
- Knowledge of federal guidelines for grant proposal submissions.
- Excellent organizational skills.

## Job Responsibilities

- Grants Accountant supports the grants and contracts administrative and financial functions for our partner. This position will work closely with administration, program directors, and grant recipients to develop all appropriate documentation and procedures necessary to maintain grant funding requirements. This position will also work with various departments to track, record, and report on gifts and endowments they receive.

## Job Summary

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Employment Status : Full Time

Experience : 3 - <5 Years

Workplace : Hybrid

Salary : \$85000