

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Grants Accountant

POSITION #: 50228250

PROGRAM: Finance / Post Award Grants

SUPERVISOR: Grants Manager

SALARY: \$46,000 – 52,000 annualized, DOE

HOURS: 40 hours a week 8-5 M-F

DUTIES:

Reporting to the grants manager, the grants accountant assists and performs financial, post award management and administrative duties in the **new** post award grants management department.

Work closely with BPHC's financial, programmatic and administrative personnel.

Work closely with Boston Medical Center's grant post award systems and personnel.

Ensure grant post award and close-out management is conducted in a professional, timely and compliant manner.

Requires specialized knowledge of federal, state and local government circulars, rules and regulations.

Requires direct experience with federal LOC, PMS, FSR's, and preparation of federal cash transaction reports. This necessitates having direct experience interacting with online funding sources extranets.

The position needs to understand the policies and procedures to be adhered to at BPHC and any related service organization and where appropriate update policies and procedures that any new processes will require.

Specific duties will include preparation and filing all reports required of the grant.

Gather and analyze all necessary supporting documents to support reimbursement requests.

Monitor and review grants to ensure compliance with policies for expenditures.

Review and approve expenditures for accounting accuracy, adequate support and program relevance.

Prepare and document ledger entries to maintain grant activity accounts.

Review and decide what expenditures are disallowable costs.

The grants accountant will conduct orientation/training sessions with financial, programmatic and administrative personnel to ensure mutual understanding of grant and contract requirements, as well as internal policies and procedures.

Work in a confidential capacity with the Controller. Meet regularly with Controller regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Operate independently. Use independent judgment and discretion to make decisions. Develops, implements and manages projects and/or initiatives related to the program for the provision of services and/or to ensure effective operations and compliance with established standards and/or contracted goals and objectives.

Performs other duties as required.

MINIMUM QUALIFICATIONS:

BA/BS in accounting, business, economics, or a technical discipline required.

Minimum of two years' prior accounting/ accounts receivable experience, ideally in public sector or non-profit research;

Computer literacy and proficiency using MS Office.

Excellent communication and organizational skills; and ability to work both independently and as a team player.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston residency required (or willingness to relocate.)

REQ#: PHC 2987