



## **JOB POSTING**

### **Position title: Grant Accounting Specialist**

The **Grant Accounting Specialist** is responsible for providing direct financial support to the TANF / Connecting Forward program by working in conjunction with department administration to ensure timely audit reporting, timely tracking and payment of Subcontractor invoices, proper coding against program budgets and to resolve outstanding issues / inquiries with partnering agencies. This position will also provide support in areas related to accounting functions and financial reporting for the Agency as required.

### **Duties and Responsibilities**

- Serve as the primary financial liaison between F&CS and the subcontracting organizational providers for the TANF / Connecting Forward Program.
- Receive, review and process Subcontractor invoices to be paid to ensure the accuracy of invoice and the integrity of supporting documentation. Timely submission of approved invoices to Finance Director for monthly billing required.
- Prepare monthly Subcontractor payment tracking reports and report out to program administration.
- Prepare quarterly tracking reports and report out to Subcontracting organizations, Follow up on outstanding invoices to be received and or paid.
- Bi-weekly review, verification and approval of salary allocations report provided by payroll PEO.
- Oversee the timely processing of the company's monthly credit card statements.
- Reconcile credit card statements with expenditure forms. Review invoices/receipts for integrity of supporting documentation and ensure accurate coding and data entry of information into the accounting system.
- Prepare monthly payable vouchers for Language Service independent contractors.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, in accordance with Generally Accepted Accounting Procedures.
- Assist in year-end fiscal year closing process as required.
- Other tasks as assigned
- Regular attendance during office hours and reliable transportation required.

**Requirements:** Bachelor's degree in accounting or related field required and at least one year of experience. Experience in non-profit accounting and experience working with SAGE for Non-Profits or a similar accounting system is a plus.

**SALARY: \$55,000**

**Submit resume to [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)**

EOE M/F/D/V