



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Accountant II - Grants
DEPARTMENT.....: Finance
DIVISION.....: Accounting
CLASSIFICATION/GRADE.....: Accountant II/208
REVISED.....: 11/2017
REPORTS TO.....: Comptroller
REVIEWED.....: 11/2017
WAGES.....: Salaried

SUMMARY:

Responsible for the oversight of all accounting tasks necessary to maintain multiple, diverse Federal and State special revenue funds and capital projects funds in accordance with the Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements, and applicable Federal, State and local guidelines. Also responsible for all accounting functions of the Parish Internal Service Funds – Risk Management and Group Health Insurance Funds.

BASIC FUNCTIONS:

1. Prepares and/or oversees and approves the compilation of financial reports and draw downs.
 - a. Analysis of program expenses for allowable
 - b. Reconciliation of costs - General Ledger versus complied Federal and State financial reports
 - c. Reviewing of reports for accuracy and completeness.
2. Supervision of Grants Staff Accountant I and Accounting Specialist I positions
 - a. Provides direction regarding assigned tasks for grant programs
 - b. Review and approval of completed work, including reimbursements requests, audit schedules, budgets, grant revenue deposits, correcting journal entries, payroll and other program cost allocations.
 - c. Problem solving strategies for resolving accounting challenges for unusual situations with the established procedural framework to ensure proper tracking of transactions.
3. Prepares the annual operating budget for grant programs.
 - a. Meet with Program Directors/Managers to discuss budgetary concerns and new objectives/goals for the coming year.
 - b. Preparation of projected direct and allocated payroll costs.
 - c. Review and analysis of historical and projected costs.
 - d. Calculation of grant carryover funds.
 - e. Preparation of line item amendments and budget amendments.
4. Prepares and/or oversees preparation of audit schedule
 - a. Periodic and year end analysis of expenses and correcting journal entries as needed.
 - b. Creation and maintenance of audit schedules.

- c. Close out process for the year – reconciliation of expenses incurred, revenue receipts and accruals.
 - d. Audit report assemblies for the special revenue grant funds and Internal Service Insurance funds.
 - e. Note Assembly for the Parish’s Pension Note.
5. Communications with Federal or State program representatives and Parish program directors/managers/staff concerning matters relating to the proper accounting and reporting of Federal program activity and Internal Services Funds (Risk Management)
- a. Creating and maintain a chart of accounts to facilitate program reporting requirements.
 - b. Queries regarding deadlines, budgetary issues, allowableness of costs, etc.

OTHER REQUIREMENTS:

1. Valid Louisiana Class E Driver’s License
2. Work requires the ability to read and interpret Federal and State regulations, publications, grant contracts and correspondence.
3. Works requires the ability to compose letters, memorandums and narratives.
4. Work requires knowledge of Microsoft Office programs.
5. Work requires knowledge and ability to correctly utilize business math and accounting principles.
6. Duties require the ability to solve problems, and plan/delegate tasks for efficiency.

EDUCATION/EXPERIENCE:

1. Four year Bachelor’s Degree in Accounting/Business
2. Two years experience, preferably in Governmental Accounting.