



# ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for  
**FISCAL ACCOUNTANT - GRANTS**



**For consideration, application materials must be received by  
October 21, 2019 at 3:00 p.m. CST.**

## POSITION SUMMARY

This position is responsible for performing a broad array of accounting tasks, including those involved in the financial administration of state, federal, and private sector grants.

Responsibilities include evaluating a variety of records, transactions and procedures against established standards and criteria to ensure compliance with associated regulations. The Fiscal Accountant will perform analytical tasks to ensure accuracy and completeness of data, records, and reports, and to facilitate the economy of operations of the organization. This position is also responsible for assisting the Fiscal Division with various support activities, including general accounting practices.



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## PRIMARY RESPONSIBILITIES

- ❖ Collaborate with other System Office divisions to ensure the effective, efficient, and accurate financial administration of state, federal, and private sector grants and sub-grants.
- ❖ Thoroughly review incoming awards; assist in the preparation of financial reports as per required schedules, identify variances, and analyzes issues of cost appropriateness and allocations.
- ❖ Assist in the preparation of budgets for grant applications and incoming awards and in the development and submission of budget modification requests.
- ❖ Assist in the preparation of grant agreements and sub-awards.
- ❖ Provide periodic progress reports and spending forecasts to project directors and grants management staff members.
- ❖ Keep abreast of current rules and regulations governing grants, including those issued under 2 CFR 200 and those issued by individual grantors; maintain proficiency in the generally accepted accounting principles (GAAP) issued by the Governmental Accounting Standards Board (GASB)

- ❖ Apply knowledge of grant rules and regulations and GAAP to evaluate proposed grant budgets and spending and to provide counsel to project directors and grants management staff.
- ❖ Work with other members of the Fiscal team to properly allocate and code expenses.
- ❖ Prepare reports accurately and timely with back up documentation, including ad hoc requests from various stakeholders.
- ❖ Review and approve all draw requests prior to submission.
- ❖ Provide technical assistance to the colleges and to other System Office staff members as needed.
- ❖ Assist with the preparation, review and coordination of external audits, including Single Audits (A-133 Audits), particularly as relates to grant-related procedures and reporting.
- ❖ Monitor/track the status of grants through the program life cycles.
- ❖ Prepare, review, and approve accounting entries (transactions and journal entries) for restricted funds.
- ❖ Research accounting and financial reporting standards as pertains to two-year colleges' financial statements to ensure compliance with current accounting procedures and generally accepted accounting principles.
- ❖ Perform and assist in related fiscal matters as directed by the Executive Director of Fiscal Services.
- ❖ Provide training materials as required to keep colleges abreast of current accounting and financial reporting standards.
- ❖ Assist with other financial reporting and administrative requirements of grants/contracts and the State.

## **SECONDARY RESPONSIBILITIES**

- ❖ Research, analyze, and compile required information as requested.
- ❖ Prepare monthly reconciliations as assigned.
- ❖ Assist with the upgrade of financial statements to meet current GASB financial reporting standards.
- ❖ Review audit reports and special studies and evaluate the overall result of the audit.

## OTHER RESPONSIBILITIES

- ❖ Provide analysis and research on special projects as requested for the Chancellor and executive team.
- ❖ Prepare general correspondence to the System as requested by the Executive Director of Fiscal Services.
- ❖ Perform other duties as assigned.

## QUALIFICATIONS

- ❖ Bachelor's degree from a regionally accredited institution in accounting (or related field) with at least 20 semester hours completed in accounting.
- ❖ Five years of directly related experience with Federal grant accounting.
- ❖ Working knowledge of Generally Accepted Accounting Principles (GAAP).
- ❖ Knowledge of office methods and procedures and familiarity with the uses of standard office equipment.
- ❖ Working knowledge of Governmental Accounting Principles.
- ❖ Ability to organize and present clear and concise oral and written reports.
- ❖ Ability to communicate effectively both orally and in writing.
- ❖ Ability to use reference materials.
- ❖ Proficient in the use of Excel and Microsoft Word.
- ❖ Good interpersonal skills.
- ❖ Successful experience in financial administration of federal grants (*Preferred*).
- ❖ Experience in using grants administration software (*Preferred*).

**Application Procedure:**

Applicants must submit a current résumé, a completed System application form (available online at [www.accs.edu](http://www.accs.edu)), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by mail, hand delivery or email only ([charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu)). **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

An application form may be downloaded at [www.accs.edu](http://www.accs.edu). Complete application packets must be received no later than 3:00 p.m. CST on October 21, 2019. For additional information contact Nikita Payne at 334-293-4603 or [nikita.payne@accs.edu](mailto:nikita.payne@accs.edu) or Charlene Finkelstein at 334-293-4628 or [charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu).

**Please mail applications to:**

Alabama Community College System  
Human Resources Dept.  
Attn: Ms. Charlene Finkelstein  
P. O. Box 302130  
Montgomery, AL 36130-2130

(Application materials may be delivered in person at 135 S. Union Street).

Salary range is \$47,818 - \$82,372 dependent upon qualifications and experience. This position is located in Montgomery, Alabama.

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***THE ALABAMA COMMUNITY COLLEGE SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.***

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.