



Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT

Grants Accountant

Recruitment Period: Open until filled

Number of Positions: 1 (One) position

FLSA Status: Exempt

Hiring Salary: \$46,310 - \$81,043

Position Location: Fulton County, GA

Job Summary

Under general supervision, prepares and administers technical accounting and budgeting records, projections, and reports; coordinates, facilitates, and participates in the development and administration of major and complex operating budgets, grant budgets, and related fund accounts; maintains and verifies financial, statistical, or other fiscal records in connection with various grants; clarifies and resolves technical and contractual issues and problems with grants, guides department staff on grant regulations and use of grant funds; performs complex, specialized grant accounting functions; complies with periodic financial reporting and reimbursement submittal requirements; performs professional accounting support and record keeping work in the preparation, processing, and maintenance of accounting, payroll and financial records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Grants Accountant is distinguished from the Departmental Accounting/Budget Technician, by its depth of involvement with contractual issues, grant regulations, grant reporting requirements, and coordination with project managers and granting agencies. Incumbents in the Departmental Accounting/Budgeting Technician class handle accounting funds that are less complex in structure and smaller in size. As contrasted with the Senior Departmental Accounting/Budgeting Technician, the Departmental Accounting/Budgeting Technician is not responsible for the planning, coordination, and supervision of the work of other office support staff.

Job Responsibilities and Performance Standards

- Maintains and verifies financial, statistical, or other fiscal records in connection with various grants.
- Clarifies and resolves technical and contractual issues and problems with grants; guides department staff on grant regulations and use of grant funding.
- Performs complex, specialized grant accounting functions; complies with periodic financial reporting and reimbursement submittal requirements.
- Corresponds with representatives from local, regional, state, and federal agencies regarding matters involved grant status, funding reporting and requirements.

- Communicates effectively, professionally, and cooperatively both verbally and in writing.
- Researches and prepares budget expenditure projections; monitors and reports on budget expenditures; processes requests for reimbursements, budget adjustments and institutes fund transfers; reviews and verifies budget accounts, purchase orders, and bidding documentation; verifies and makes budget and expense adjustments.
- Answers questions and prepares special reports for department use in expenditure and grant tracking and reporting; compiles grant-related documents and data for management review; participates in developing long-range financial forecasts and analyses.
- Reviews invoices, travel expense requests and payment documentation for accuracy and proper coding; processes invoices for payment; answers questions from grantees, vendors, and contractors regarding invoice and payment status; processes purchase orders and requisitions for supplies and services.
- Assists Finance Division staff in researching and reviewing departmental financial records and reports.
- Administers contract payments and purchase agreements.
- Maintains records of fees collected; prepares reports on fees collected, and reports on grant applications and awards.
- Reports to grants manager under the AOC Budget Director.

Knowledge of:

Rules, procedures and practices governing financial transactions; chart of accounts and cost center coding structure; grants and fund accounting reporting practices; practices and procedures of governmental budgeting and accounting; methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping; fundamental accounting and internal control policies and procedures; computerized general accounting system and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices and procedures; principles and practices of sound business communication.

Ability to:

Operate a computer, calculating machine, and other standard office equipment; verify the accuracy of financial data and information; analyze, balance, and reconcile financial data and accounts; project revenues and expenditures; prepare complex accounting schedules and execute fund transactions; organize work, set priorities, and exercise independent judgment within established guidelines; interpret, apply, and reach sound decisions in accordance with rules, regulations, and department procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; prepare clear and accurate financial records and reports; work effectively and courteously with AOC staff, contractors, vendors, the public, and others encountered in the course of work.

Minimum Qualifications:

Bachelor's degree in accounting from an accredited college or university OR Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence.

Preferred Requirements:

- PeopleSoft (Team Works) experience.
- Two years or more of grants accounting experience.

Technical Competencies:

- Leadership qualities, such as motivation techniques and conflict-management.

- Time management skills, especially familiarity with calendar management and goal setting.
- Familiarity with the work being done by each team member.
- Knowledge of project management processes.
- Ability to effectively work with stakeholders.
- Ability to observe the confidentiality of the AOC and stakeholders.
- Ability to communicate effectively, both orally and in writing.
- Ability to work in a collaborative, team environment.
- Ability to exercise independent judgment and maintain discretion.
- Ability to research, administer, establish, and interpret rules, policies, guidelines, and procedures.
- Ability to work remotely when not onsite at agency.

This position is grant funded, subject to the availability of grant funds, and open until filled. Offers of employment are contingent upon successful completion of criminal background check.

To Apply:

Send your resume and cover letter, in **.pdf** format, to resume@georgiacourts.gov. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include **Grants Accountant**

Additional Information:

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0366. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.