

Job Title: Grant Accounting Manager

Location: Houston

Position Type: Full-Time

Salary: \$72,279 - \$98,926

Job Description:

We are seeking a detail-oriented and organized Grant Accounting and Management Manager to join our team. The Grants Manager will be responsible for overseeing the financial administration and management of grant funding, including proposal development, compliance, reporting, and financial tracking. This individual will work closely with internal and external stakeholders to track funding, prepare reports, and monitor expenses.

Key Responsibilities:

- Oversee the financial management of grant-funded projects from initiation to closure, ensuring all budgetary and financial reporting requirements are met.
- Prepare and submit financial reports for grants, ensuring compliance with federal, state, and local regulations.
- Monitor and track grant spending to ensure compliance with approved budgets and funding restrictions.
- Coordinate with programmatic managers to ensure that grant activities align with budget allocations and financial objectives.
- Review and reconcile grant accounts and transactions, ensuring accuracy and consistency.
- Assist in the preparation of grant applications and funding proposals, including financial statements and budget plans.
- Conduct regular audits and assessments of grant-funded activities and program partners to ensure compliance with grant terms and conditions.
- Serve as the primary point of contact for grant-related inquiries and provide support to internal and external stakeholders.
- Assist in the preparation of annual audits and ensure the timely submission of required financial documentation.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- At least 5 years of experience in accounting, with a focus on grants management.
- Strong knowledge of grant management processes, including budgeting, reporting, and compliance.
- Experience working with financial software and systems (e.g., QuickBooks, SAP, Microsoft Excel).
- Knowledge of federal and state regulations related to grant funding (e.g., OMB Circulars, 2 CFR Part 200).
- Exceptional attention to detail and organizational skills.
- Excellent communication skills, both written and verbal.
- Ability to manage multiple projects and meet deadlines.
- Ability to work independently, as well as collaboratively with various stakeholders.

Preferred Qualifications:

- CPA certification or grant management certification (e.g., CGMS).
- Experience working in the public and private sectors.
- Familiarity with financial reporting requirements for government grants.

How to Apply:

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and experience to grace.bader@gcpdtexas.com. Please apply by March 7, 2025.