JOB DESCRIPTION

Grant Accounting Manager
Alexandria Campus

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria; 2) Cottonport; 3) Winnfield; 4) Jena and 5) Ferriday.

SUMMARY:
Reporting to the Vice Chancellor of Workforce, the Grant Accounting Manager (GAM) monitors the program activities/outcomes and manages the financial aspects for externally funded projects. The GAM works with the Grant Administrator and Finance Division to ensure accurate reporting and record keeping of assigned grants. The GAM assumes responsibility for post award grant thus ensuring compliance with funding source administrative guidelines, timely receipt of revenue, accurate submission of programmatic and financial reports, and orderly closure of programmatic and financial reports on projects. The GAM ensures that grant activities are in accordance with established legal, regulatory, and internal policies.

The GAM is responsible for the data integrity of all grant/contract accounts and billing information, ensures account data accuracy, and maintains accounting file information. The GAM categorizes financial transactions into accounts and assigns accounting codes. The GAM reconciles current accounts through research and analysis and provides outcome reports.

The GAM participates in strategic planning and various initiatives to impact the mission and goals of the Workforce Division; displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; and demonstrates trustworthiness and responsible behavior.

Required Knowledge, Skills and Abilities:

Knowledge:
• Applicable laws, codes, regulations, policies, and procedures
• Generally Accepted Accounting Principles (GAAP)
• State and Federal regulations related to grant funding

Skills and Abilities:
• Excellent written, oral presentation and interpersonal communication skills.
• Proficiency in Microsoft applications (Word, Excel and PowerPoint)
• Superior team-building skills to build trust with others in a rapidly changing environment
• Excellent organization, planning, and prioritization skills are essential
• Strong diplomacy skills and the ability to make sound judgments
• Function in a multi-campus/site educational organization to promote the goals of the College
• Collect, evaluate, and analyze data relating to accounting functions
• Work collaboratively with other administrative departments and all internal/external stakeholders
• Provide self-direction to complete tasks and/or make recommendations to support grant outcomes
• Ability to meet specific due dates and timelines
• Demonstrate high level of detail and accuracy
• Strong analytical and problem-solving abilities

**Required Minimum Qualifications:**

• Bachelor's degree in accounting or finance from an accredited college or university
• Three or more years of full-time work experience performing accounting functions
• Proficiency in Microsoft applications (Word, Excel and PowerPoint)

**Preferred (Desired) Qualifications:**

• Five or more years of full-time work experience performing accounting functions
• Experience with grant accounting
• Knowledge of and working experience with Ellucian's Banner Finance or other major postsecondary education financial management system
• Proficiency in Microsoft Access

In accordance with LCTCS (Louisiana Community and Technical College System) Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**

Applicants for this position should submit:
1. A cover letter
2. Resume (to include date(s) of employment and date(s) educational degree was obtained)
3. Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
4. Names and contract information for three work-related references to:

   Via email to: hr@cltcc.edu

**Applications accepted until the position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.*