

## **GRANTS ACCOUNTING MANAGER**

**APPLICATION DEADLINE IS FRIDAY, APRIL 4, 2025, AT 11:59PM**

**Division:** Accounting  
**Reports to:** Assistant Controller  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full time  
**Salary Grade:** N  
**Monthly Salary Range Minimum:** \$5,591  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Manages professional grants accounting and financial reporting tasks of the division, including review and approval of work performed by others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities may include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Manages all accounting functions related to grants, including but not limited to the preparation of journal entries, posting of journal entries, review of documentation, and completion of account reconciliations.
- Manages cash receipts and accounts receivable functions.
- Manages financial reporting required by investors, granting authorities, primary government, or other appropriate external requesting agency, including but not limited to quarterly and annual financial statements, notes, and management discussion and analysis along with required supplementary schedules and federally mandated financial reports.
- Reviews processes for compliance with State, Federal, and external regulations. Conducts in-depth research of grant and reporting guidance and applies critical thinking skills to identify changes that impact accounting and financial reporting. Guides the team in modifying accounting processes to incorporate required changes.
- Provides financial data to the organization's management as requested so that management may consider such information in the management of such programs.
- Assists in review of the major accounting system processes; identifies internal control deficiencies; offers recommendations for process improvements that consider both internal controls as well as process flow efficiencies.
- Reviews work performed by other Division staff, and approves as required, based on assignment of the Division's management.
- Prepares special reports for the Controller.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- Bachelor's degree in accounting or Certified Public Accountant (CPA) license in good standing.
- Two years of management experience.
- Three years of experience in responsible professional accounting work.
- Experience in governmental accounting and grants accounting is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Ability to effectively manage staff.
- Ability to perform professional accounting work of considerable difficulty.
- Ability to apply accounting theory and technique to the solution of varied and complex fiscal problems and to devise workable solutions.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; knowledge and skill in use of professional accounting software; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

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