



Job Title:	Grant Accountant	Date:	9/8/2025
Salary Range:	\$70,000 - \$75,000	Salary Group:	B-21
WIT JPID:	16917590	Job Type:	Regular, Full-time
Reports To:	Sr. Grant Accountant	FLSA Status:	Non-Exempt

To learn more, go to www.wfscapitalarea.com/joinourteam. Apply online at www.workintexas.com (Job posting: 16917590), then email your résumé & cover letter to HR@wfscapitalarea.com.

ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

The Grant Accountant is responsible for the financial administration of designated grants, both local and federal, ensuring compliance with Uniform Guidance, state regulations, and internal fiscal policies. This role manages the grant accounting lifecycle including invoicing, reconciliations, compliance reporting, and support for audits. The Grant Accountant ensures timely, accurate financial reporting, supports program teams with budget monitoring, and maintains organized grant documentation.

This role works under the supervision of the Senior Grant Accountant, who leads the grants team and provides direction, mentorship, and oversight.

EXAMPLES OF WORK PERFORMED

(This list should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related duties other than included in this job description.)

- Prepare monthly, quarterly, and annual grant financial reports for internal and external stakeholders.
- Develop and monitor grant budgets and spending plans, flagging variances and compliance issues.
- Submit accurate grant billings and invoices for review/approval, ensuring reconciliations and accrual entries are completed in advance.
- Assist team in reviewing coding for AP invoices related to assigned grants.
- Maintain organized electronic files of contracts, budgets, invoices, and audit support documentation.
- Conduct account reconciliations and resolve discrepancies in grant accounts receivable and expenditures.
- Support external and internal audits by providing timely, accurate grant-related documentation.

- Provide program managers with budget updates on grant spending plans and overall grant status.
- Support team in grant close-out processes, assisting to ensure reporting and reconciliations are completed on time.
- Monitor compliance with federal, state, and local grant requirements, proactively identifying risks or issues.
- Collaborate with fellow accountants to ensure workload is balanced and deadlines are met.
- Provide backup within the fiscal department as needed.
- Contribute to process improvement efforts that strengthen compliance, efficiency, and team collaboration.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Bachelor's degree in Accounting, Finance, or related field strongly preferred.
- 3–5 years of accounting experience required, with a focus on grants or fund accounting preferred.
- Non-profit or governmental accounting experience strongly preferred.
- Experience with invoicing, accounts receivable, and audit preparation required.

Knowledge, Skills, and Abilities

- Strong knowledge of GAAP and governmental/non-profit accounting.
- Familiarity with Uniform Guidance (2 CFR Part 200) compliance.
- Proficiency in Excel, Word, Outlook, and Adobe; knowledge of Abila MIP Fund Accounting a plus.
- High attention to detail, accuracy, and organizational skills.
- Strong written and verbal communication skills, including ability to explain financial information to non-financial staff.
- Ability to work collaboratively in a team environment while independently managing workload and deadlines.

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local travel required; in-state and out-of-state travel optional and project-based.
- Must be legally eligible for employment in the United States.
- Subject to a background check (verification of education, employment, references and criminal background).