

**JOB DESCRIPTION**

CURRENT AS OF: June 2010

JOB TITLE: Accountant

SUPERVISOR'S TITLE: Chief Executive Officer

FLSA STATUS: Exempt

**SUMMARY**

**PURPOSE:** The Accountant is responsible for ensuring organizational compliance with appropriate contracts, grants, and program management policies and procedures as well as the quality and timeliness of all aspects of contracts, grants and programs processing, related to financial matters. Prepares and submits proposals and applications to funding agencies. Serves as the primary financial management representative and performs general accounting duties. Additional duties include acting as the Financial Director during operational contingencies and maintains 24/7 response posture during activation of the Regional Communication Vehicle (RCV-Q) or Medical Operations Center (MOC).

**POLICY SETTING RESPONSIBILITIES:** Develops and maintains organization policies and procedures related to all financial matters.

**DECISION-MAKING AUTHORITY:** Formally responsible for making recommendations regarding financial matters, taxes, grant funding requirements and other fiscal activities.

**SUPERVISORY RESPONSIBILITY:** None.

**KEY ACCOUNTABILITIES**

<b>Accountability A:</b>	Process and record timely reimbursement and billing requests for awarded grants per the approved budget and grant criteria. Perform timely reconciliations of account activity and bank statements. Ensure transactions recorded meet generally accepted accounting guidelines.	<b>Weighting</b> 25%
<b>Accountability B</b>	Provide financial periodic reporting. In addition to monthly, quarterly, and annual reporting this includes other requests and data analysis as needed. Maintain calendar/matrix for organization's significant date requirements for funded projects, including monitoring of open proposals, finances, grant reporting deadlines, renewals, and progress reports. Promote organizational compliance with reporting deadlines	<b>Weighting</b> 25%
<b>Accountability C:</b>	Monitor vendors, contracts, grants, and program sub-recipients compliance with grant requirements to ensure appropriate controls related to fiscal matters.	<b>Weighting</b> 10%
<b>Accountability D</b>	Maintain records of all official documentation related to all grants submitted and awarded. Ensures appropriate safeguarding of records.	<b>Weighting</b> 10%
<b>Accountability E</b>	Provide support to teams by performing research, technical review and approval of grants and awards from the conceptual phase through executive approval of the award.	<b>Weighting</b> 10%
<b>Accountability F:</b>	Support budget development process and maintains approved budget records. Submits authorized changes for budgets as needed.	<b>Weighting</b> 5%

Accountability G :	Process employee records for benefits, expense reports, payroll, etc.	Weighting 5%
Accountability H	Prepare year-end contract closing, reconciliation and audit schedules and supports annual audit process.	Weighting 5%
Accountability I :	Other duties as assigned.	Weighting 5%

Works closely with the auditors to insure efficient completion of annual audits and other projects

#### REQUIRED KNOWLEDGE AND SKILLS

COMPONENT	DESCRIPTION
Knowledge	Required for completely satisfactory performance in this job is knowledge of general accounting and accrual principles. Proficient with computerized accounting software (QuickBooks, QuickBooks Online, Great Plains, etc). Proficient with Microsoft Office products, including extensive spreadsheet / database experience. Knowledgeable of governmental grants and outside funding in a not-for-profit environment.
Skills	Required for completely satisfactory performance in this job is the ability to develop strong relationships with the community to assure appropriate compliance with policies related to the organization. Preferred experience in public, not-for-profit organizations (including advisory councils), contract and grant negotiations, clinical settings. Prefer working knowledge of Texas Trauma & Emergency Medical Systems, Hospital Preparedness and Emergency Management programs.
Formal Education and Experience	Bachelor's Degree in Accounting and/or Finance or equivalent experience. Working knowledge of government grant compliance pronouncements, including some knowledge of A-110, A-122 and A-133 circulars. Possesses three years of government contracting, grant accounting and compliance experience. Must possess, or within the first 6 months of employment in this position, achieve DHS/FEMA IS-100, IS-200, IS-700, & IS-800 course certifications.

#### WORKING CONDITIONS

Conditions which differ from the normal work office environment include business travel and being available to serve in the CMOC during a declared disaster.
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The above statements are intended to describe the essential responsibilities being performed by people assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to these people.

#### APPROVED BY

NAME:

TITLE:

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All interested parties should submit their letter of intent as well as their resume/CV to [Sherrie.Johnson@setrac.org](mailto:Sherrie.Johnson@setrac.org) via regular mail at:

S.E.T.R.A.C.  
1111 North Loop West, Ste 160  
Houston TX 77008  
Attn: Sherrie Johnson

Resumes/CV should be submitted no later than July 9<sup>th</sup>, 2010.