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POSITION ANNOUNCEMENT

GRANT ACCOUNTANT

The Grant Accountant will focus their efforts on grant-related activities, including administering all pre and post-award compliance of Federal grants. Additionally, they will have responsibility for a variety of accounting duties common in a Nonprofit Institution.

The Grant Accountant reports to the Chief Financial Officer.

RESPONSIBILITIES

An estimated 55-60% of this role will be considered Grant Administration. This will include responsibility for performing these duties monthly and as needed.

- Overall management of the Observatory Federal Grants and Cooperative agreements, currently 50-60 awards. Additionally, 8-10 of these have subrecipients. Currently, there are no Federal Contracts, however, this position would also be responsible for federal contract management.
- Observatory Authorized Organizational Representative: Review all federal grant proposals before submitting. Assist the Astronomers with development of budgets for grant proposals. Some proposals will include subawards, and this position will need to coordinate obtaining required items from those organizations. As well as making sure they comply with grant requirements. Most years there are 15-20 proposals submitted to NASA or the National Science Foundation.
- Create recordkeeping files for new awards when received. Electronic files are kept in a shared dropbox and within the Financial Edge accounting system.
- Prepare monthly worksheets for drawdown of funds based on verified expenses. Submit drawdown requests and record in Financial Edge.
- Evaluate monthly expense details on current awards compared to award budget. Journal entry monthly indirect costs for each award.
- Send monthly invoices to institutions who have subawarded grant funds to the Observatory.
- Track budget modifications on awards, when necessary, assures grant agency has authorized.
- Provide monthly activity reports to 16-20 Astronomers and others responsible for the awards.
- Provide forecasts and updates to PIs to ensure the proper distribution of resources and use of funds.
- Provide Financial and other reports to agencies for Close-out of awards.
- Subrecipient monitoring, documentation of award compliance. Follow up with subrecipients related to incremental funding, extension requests, Single Audit, etc.
- Maintain accurate award documentation for complete auditable records. Provide schedules and documentation to auditors each year.
- Interpret and ensure full compliance with federal, state, and local regulations and the terms and conditions of awards.
- Annual preparation, due June 30th each year, of the Indirect Cost Proposal and negotiation with Cognizant agency.

- Annual Operating budget, portion related to grants and assist Director of Science on how that may affect the budget for the other science departments. Update the information for the mid-year review of the Operating budget.
- Develop and maintain internal policies and procedures to effectively manage grants and contracts and comply with funder requirements.
- Increase knowledge and awareness of changes or new Federal regulations; increase familiarity with trends, issues, and advances in grants administration. Educate the entire finance team on changes as those apply to their functions.
- Donor projects. Monitor awarded project balances, examples Young Scholars or BF Foundation. Annual 'awards' from these projects vary in amount and the end user (an Astronomer or dept. head) needs to know what remains of their award.
- Position may also be involved with financial documentation of grants awarded by Private Foundations or Institutions or assist the Philanthropy department with proposal submission to those organizations.
- Other grant related duties that come up from time to time.

OTHER ACCOUNTING RESPONSIBILITIES

Other non-grant related responsibilities may include:

- Corporate credit card reconciliation monthly, getting the information from bank files and uploading to Financial Edge.
- Fixed Assets recordkeeping and biannual inventory.
- Bank reconciliation review.
- Miscellaneous organizational billings.
- Reconciliation of subsystems like public program revenue, donations or giftshop inventory
- Other activities that overlap with sub systems like Payroll or Accounts Payable, or train to be a backup to those roles.
- Other accounting activities as assigned by the CFO &/or the Controller.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated understanding of financial management terms and procedures and strong financial acumen.
- Demonstrated ability to interact effectively with individuals at all levels to assist in the planning and coordination of activities and provide guidance.
- Ability to exercise independent judgement, initiative and resourcefulness in decision making.
- Competent in using Microsoft Excel, Word, Adobe Acrobat Pro
- Ability to interpret and apply, and educate others, federal laws, regulations and procedures, statutory and regulatory requirements, and policies, such as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Awards, OMB circulars, gifts stewardship, etc.

EDUCATION/EXPERIENCE

- Bachelor's degree in accounting, business administration or other related fields.
- Professional certification(s) in managing federal grants highly desired. If no certifications at the time of hire, the Observatory will provide the means to earn certifications. Completion of coursework toward credentials will be expected in the first year.
- Experience using accounting systems, Blackbaud Financial Edge NXT, preferred.
- Experience with grants from National Science Foundation and NASA, desired.

WORKING CONDITIONS

This position primarily involves working at a computer for extended periods, requiring frequent sitting with occasional standing and movement. It also involves regular verbal communication, including active listening and speaking, in both individual and group settings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours: 29 hrs. per week
Compensation: \$32-\$43/hour depending on experience
Status: Part Time, Regular
Benefit Eligible: Limited Part Time Benefits*
FLSA Classification: Hourly/Non-exempt
Location: Hybrid, Flagstaff, AZ, or Remote in Arizona preferred. *Remote work in AZ, NE, NH, MA, & UT will be considered. Other states may be considered for the right candidate.*

To Apply:

Please send the following documents to humanresources@lowell.edu

- Lowell Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three professional references

Applications received by 6/26 at midnight will receive full consideration. Position Open Until Filled

*Part Time employees will receive sick time accrual according to AZ state law. After 6 months of employment, part time employees are eligible to participate in a 5% match if they contribute 5% or more to their retirement plan, as well as 2 paid personal days per year.

Employment is subject to passing a background check. Employees in the finance department are subject to a credit check in addition to the background check.

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of one of the mountains sacred to Indigenous tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.