



Grants Accounting Specialist I Office of Finance and Accounting

Position Description:

The Grants Accounting Specialist will review and process sub-recipient reimbursement requests and sub-contractor invoices. They will also liaison with MRS Program Administration staff.

Promotes the Bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: Bachelor's degree (related work experience may be substituted for education requirements)

Major Field/Specialty: Accounting, Business Administration, Grants Management

Other Specialized Training:

- PC applications—database maintenance, spreadsheets, word processing
- Grants management training or experience (familiarity with OMB Circulars beneficial)
- Financial or A-133 audit experience
- Excellent written and verbal communication skills
- Familiarity with the Catholic Church, its mission, structure and teachings

Type and Nature of Professional Experience (*Minimum 3-4 years experience*):

- Federal grant accounting and reporting requirements
- Familiarity with OMB circulars and audit requirements/procedures
- Accounting/bookkeeping