



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Grants Accountant (Temporary Position)

The Grants Accountant independently provides primary accounting function for grant monitoring administration, compliance, grant accounting, and financial reports of short-term awarded grants. This is a contracted position for a term of up to 18 months (or the end of the grant) with consideration for renewal.

- Perform grant related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting, and grant closeout functions required.
- Prepare accurate and timely financial reports to grantees and for internal management purposes. Work closely with the program managers.
- Produce budget and expense analysis report, and investigate discrepancies.
- Prepare and submit periodic invoices for grant reimbursement as required. Provide and maintain supporting documentation for each request.
- Monitor grant activity to assure compliance with the grant's guidelines, federal and state guidelines if applicable, and College policies and procedures.
- Learn the college's financial data system, Banner, to prepare ledger entries to maintain grant activity, to create reports, and to gather other grant related data.
- Performs other duties as assigned.

**Qualifications:** Bachelor's degree in Accounting/Business and 3 years experience in accounting or auditing. An Associate's Degree in Accounting with 5 years professional level experience in accounting can replace a Bachelor's degree. Good organizational, verbal and written communication skills as well as ability to multi-task. Ability to communicate processes and procedures required in grant management. Ability to be a Fletcher team member and promote the mission, vision, and values of the College. Experience with grant management and fund accounting. Experience with Banner software. Basic level MS Office products (Excel, Word, Outlook)

**Reports To:** Manager of Student Accounts and Grant Compliance

[About Us](#) (Click here to learn about Fletcher)

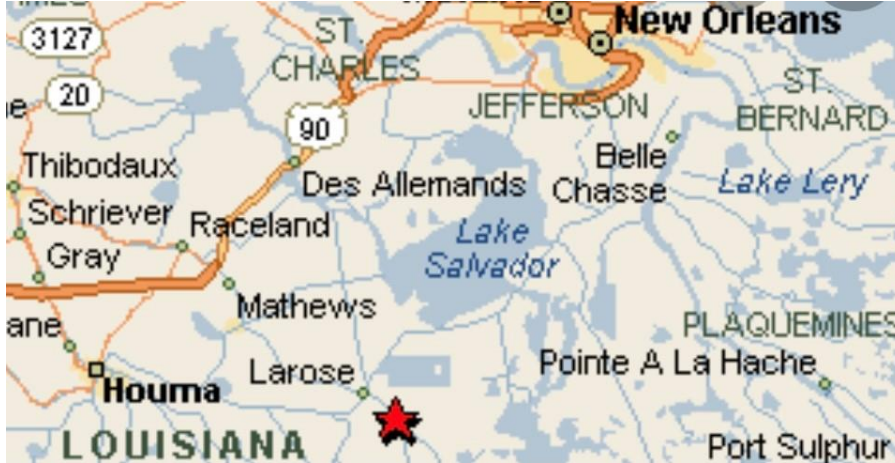
The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

**Title IX Coordinator:**

(985)448-5904  
1407 Highway 311  
Schriever, LA 70395

**Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.**



Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.