

Grant & Earned Revenue Accounting Manager - E3
Alliance
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253138>

Downloaded On: Feb. 22, 2025 12:24pm

Posted Feb. 14, 2025, set to expire Nov. 29, 2025

Job Title	Grant & Earned Revenue Accounting Manager - E3 Alliance
Department	Business
Institution	Austin Community College Austin, Texas
Date Posted	Feb. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description	

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Grant & Earned Revenue Accounting Manager - E3 Alliance

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)



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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Grant & Earned Revenue Accounting Manager - E3 Alliance

Job Description Summary:

The Grant and Earned Revenue Accounting Manager is responsible for accounting and reporting on all sources of funding and costs incurred related to grants, earned income, sponsorships, and other funding sources. The Manager will assist with grant applications, fee for service revenue proposals, and other funding requests. This position will track and report on spending for each funding "bucket" and be responsible for compliance with funder requirements. The ideal candidate will have experience with: (1) both accounting and compliance audits for various types of grants (federal, state, foundation, etc.), (2) accounting and billing related to fee for service contract revenue, and (3) the ability to handle complex funding scenarios. The candidate should have a strong attention to detail and the ability to work collaboratively with staff across the organization.

Job Description:

Duties and Responsibilities:

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Grant Management:

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Oversee the full lifecycle of grants, from application to billing and reporting, and audits, ensuring compliance with grant requirements and deadlines.

- Collaborate with grant leads to develop accurate and comprehensive grant budgets.
- Monitor and track grant expenditures, conduct regular grant status meetings, and ensure alignment with approved budgets.
- Work closely with other accounting team members to ensure proper coding, allocation of staff and contractor labor, and tracking of grant-related transactions in the accounting system.
- Enter grant funding receipts in donor database system and reconcile funding tracked in donor database with the accounting system.
- Assist in the preparation for grant-related audits, providing necessary documentation and support to auditors.
- Help evaluate and implement upgrades in grant management software, as needed.

Fund Reporting:

- Prepare and analyze monthly financial reports related to grants, earned revenues, and other funding sources, including cash flows from these grants and earned revenues.
- Generate regular financial statements for internal and external stakeholders.
- Provide timely and accurate financial information to support decision-making processes.

Accounts Receivable:

- Prepare invoices, monitor receipts, and follow up on delinquencies.

Monthly Financial Close, Audits and Taxes

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- Assist with monthly financial close activities as needed, including annual support for the external financial audit and 990 preparation.

Budgeting and Forecasting:

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- Assist in the development and monitoring of budgets for all funding sources.
- Work closely with grant leads and other departments to ensure accurate spending projections and financial planning.

Compliance and Documentation:

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- Ensure compliance with all financial and grant-related regulations, policies, and reporting requirements.
- Maintain organized and comprehensive documentation for all funding sources.
- Develop and keep current shared spreadsheets and other reference and tracking resources.

Financial Analysis:

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- Conduct financial analysis to identify trends, variances, and areas for improvement.
- Provide insights and recommendations based on financial analysis to support strategic decision-making.

Collaboration and Communication:

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- Collaborate with internal stakeholders, including the Development department, grant leads, Transformation Services department, and other finance department members, to ensure cohesive financial management.
- Communicate effectively with external funding partners, responding to inquiries and providing necessary documentation.

Qualifications:

Education level

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- Graduation from an accredited, four-year university, with a bachelor's degree in Accounting or Finance.

Experience

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- Minimum of 5 years of experience working with federal U.S. grants, billing grantors,

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accounting for grants, and responsible for grant compliance, within a nonprofit organization.

- Knowledge of grant accounting principles, regulations, and compliance requirements.
- Minimum of five years working in an accounting department, participating in monthly accounting close, two of which were accounting for fee revenue.
- Experience using non-profit accounting system(s).
- Experience with donor database system(s).
- Two years of experience preparing and filing form 990.

Required specific skills

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- Strong proficiency with non-profit or grant accounting software.
- High proficiency in Microsoft Office Suite, Google Apps and Adobe.
- Proficiency with Excel formulas, linked spreadsheets and pivot tables.
- Strong analytical and problem-solving skills, with a keen attention to detail.

Preferred specific skills

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- Non-profit accounting certificate or experience, with both 501C3 and 501C4 preferred, but not required.
- Knowledge of non-profit accounting principles and regulations.
- Experience using QuickBooks Premiere Desktop for Non-Profits.
- Experience using donor tracking system such as Salesforce or Donor Perfect
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- Advanced Excel functions.
- Commitment to the mission and values of E3 Alliance.

Personal characteristics

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- Exceptional organization skills, time management, and attention to detail.
- Excellent communication skills, both written and oral.
- Strong team member willing to assist, learn, and master new skills.
- Ability to work independently and manage multiple priorities in a fast-paced environment.

Certifications

-
- N/A

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Licenses

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- CPA candidates preferred but not required.

Physical abilities

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- Prolonged sitting and looking at computer screen
- Must be able to lift and carry at least 10 lbs.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary: \$75,000 to \$82,000

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- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States.
- This position is grant-funded but does not have a defined timeframe and is intended to be a full-time, ongoing position.

To be considered for this position applicants must complete both of the following steps:

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- Submit an ACC application, includes uploading your resume and cover letter
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

Number of Openings:

1

Job Posting Close Date:

February 26, 2025

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As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Grant---Earned-Revenue-Accounting-Manager---E3-Alliance_R-7218

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business

Austin Community College

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