
Grant Accountant Resume

Job Objective

To obtain a Grant Accountant position that fully utilizes my experience and abilities.

Highlights of Qualifications:

- In Depth knowledge of financial operations, law terminology, state regulations and operating policies
 - Ability to design, analyze, and prepare financial reports
 - Ability to monitor expenditures and maintain data
 - Remarkable ability to interpret government contract language
 - Superior computer, organizational, and interpersonal skills
 - Familiarity with Electronic Grant Submission, Microsoft Office – Excel, PowerPoint, Visio, and Microsoft Access
 - Ability to work independently, under supervision, and as part of a team
 - Trustworthy individual with strong ethics and integrity
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Professional Experience:

Grant Accountant, August 2005 – Present

Goodwill Industries of Central Virginia, Inc, Elkhorn, NE

- Administered grant functions, analyzed budget and expense, and prepared financial reports.
- Performed grant closeout functions as required by the Grants and Contracts Administration.
- Reviewed general ledger transactions to ensure accuracy and completed journal entries.
- Assisted with time and effort reporting system.
- Maintained regular communications with the department.
- Resolved usual issues in coordination fiscal contacts.

Grant Accountant, May 2000 – July 2005

Mergis Group, Elkhorn, NE

- Administered sponsored grant funds adhering to government regulations, sponsored requirements, and policies.
 - Notified faculty of upcoming grant and progress report deadlines.
 - Coordinated the submission of new grants, progress reports, and competitive renewals to funding agencies.
 - Communicated with faculty and staff to ensure that project expenses are consistent with the progress.
 - Prepared financial reports for presentation.
 - Supported the Department Manager with duties necessary to maintain efficiency.
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Education:

Bachelor's Degree in Accounting, Walden University, Minneapolis, MN

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