ROBERT SMITH

Grants Accountant/Manager

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SUMMARY

Acquired over 15 years' experience in financial/contract management within both the private sector and in international development.

CORE COMPETENCIES

Accounting, Budgeting, Accounts Receivable, Supervisor, Communications.

PROFESSIONAL EXPERIENCE

Grants Accountant/Manager

ABC Corporation - July 2007 – April 2014

Key Deliverables:

- Performed all phases of federal grant accounting including day to day financial activities, federal grant management reporting and compliance, budgetary control and proper expense classification based on grantor guidelines.
- Analyzed federal, state and local grants to determine.
- Prepared month end journal entries for grant related income/expenditures.
- Tracked indirect cost associated with grants and tracked matching cost on grants.
- Prepared financial reports and reimbursement requests for external funders.
- Reconciled and closed grants on a timely basis.
- Reconciled grant expenditures with general ledger activity to ensure appropriate allocation of grant funds.

Grants Accountant

Delta Corporation - 2004 – 2007

Key Deliverables:

- Entered grant information into the ERP module.
- Prepared grants/budget to actual variance reports for management review.
- Entails collecting funds, preapring deposits, creating transaction reports and auditing.
- Responsible for financial functions of Grant and restricted fund accounting Prepare reports and invoices for all grants References on request Prepare .
- for all grant sub-recipients.
- Liaison for all sub-recipients and vendors.
- Provides training and technical assistance as needed.

EDUCATION

- Bachelor of Arts in Accounting - (College of Notre Dame of Maryland - Baltimore, MD)

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