

ROBERT SMITH

Asst. Grants Accountant

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

To work in a field where can develop and utilize qualities that will benefit both and the company for maximum proficiency.

EXPERIENCE

Asst. Grants Accountant

Northern Virginia Famil - JUNE 2016 - 2020

- Interpret and understand grant agreements and related regulations.
- Analyze grant funded programs on an ongoing basis and determine how grant funds are spent.
- Ensure compliance with grant agreements and related regulations.
- Monitor grants spending.
- Cultivate and maintain strong collaborative and working relationships with program management, program staff, and funders.
- Advise managers/directors on grant funds management and budget planning.
- Consult with program managers on all aspects of grants management, including monitoring and analyzing grants.

Grants Accountant

Delta Corporation - 2013 - 2016

- Interpreted and applied Federal Guidelines.
- Wrote Department policy and procedures according to federal guidelines -Produced monthly, quarterly and annual financial statements, as well as .
- Created the annual Head Start budget for Maricopa County.
- Performed federal cash drawdowns.
- Prepared financial reports (SF 272s, 269s, and 270s) for governmental agencies Created budgets, new fund, organizations, and account numbers using .
- Manage federal grants, training and post-award guidance in accordance to government regulations OMB Circulars A-110, 122, 133 and organizations .
- Prepared monthly grant financial reports for DC Department of Human Services.

EDUCATION

- Marketing - 2007(Florida International University - Miami, FL)

SKILLS

Certified Application Counselor For Health Insurance Marketplace, Mental Health First Aid Certification.