Responsibilities and Duties:
1. Review documentation from vendors for grant expenditures.
2. Work with the Grants Accountant and the Director of Finance and Audits to verify the
accuracy and compliance of grant expenditures of vendors.
3. Work with Managers and vendors to develop action plans to correct any deficiencies found.
4. Monitor plans to ensure corrections are completed and document the actions.
5. Perform other duties as assigned by the Grants Accountant and the Director of Finance and
Audits.
Physical Demands:
The physical demands described here are representative of those that must be met by an employee
to successfully perform the essential functions of this job. While performing the duties of this job,
the employee may be required to lift up to 25 lbs.
Qualifications and Skills:
Required: x High school degree; enrolled in an accredited university/college in a Business Management
or Accounting program. x Ability to take initiative, manage competing priorities, and meet deadlines x Ability to work both independently and collaboratively in a team-oriented work environment x Sincere commitment to inclusivity and cross-cultural competence x Proficiency in Microsoft Office Suite x