

Title: Grants & Loans Accountant  
Location: Cheyenne  
Division: Operations  
Reports To: Accounting Manager  
Position Status: Exempt  
June 2021

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**Basic Purpose:**

Creates and coordinates accounting activities and processes that ensure funding compliance for all WBC grant and loan programs. Monitors, tracks and reconciles funding requests and payments to grantees and loan recipients. Performs complex specialized accounting activities. Through experienced knowledge of WBC's grant and loan programs, initiates research, carries out required tasks and processes ensuring compliance with all programs. Delivers accurate program data and reporting for all grant and loan activities.

**More specifically, the successful applicant will:**

- Reconcile grants to budgets and record adjustments as necessary.
- Monitor federal revenues; recording federal draw-downs.
- Reconcile expenditures and revenues and resolves discrepancies.
- Advise and confer regularly with team members to clarify fiscal information, research questions, and resolve problems exercising independent judgement.
- Assist the team with grant and loan contract maintenance.
- Maintain advanced understanding of all grant and loan programs affecting WBC.
- Review expenditures for program compliance, completeness of documentation, accuracy, timelines, proper preparation, coding and ensuring that expenditures do not exceed funds available.
- Provide guidance to team on fiscal matters.
- Compile information and prepare analyses, reconciliations, and reports for ad hoc reporting and the annual audit.
- Record expenditure modifications, revenue modifications and other financial transactions as necessary.

**Essential skills:**

- Any combination of education and experience equivalent to a bachelor's degree in accounting or closely related field plus three years' work related experience in accounting or auditing.
- Advanced knowledge of governmental accounting.
- Experience with various accounting software programs; specifically WOLFS.
- Detail oriented, highly organized, demonstrated initiative.
- Strong analytical and problem solving skills.
- Strong customer service skills.
- Strong communication skills; written and verbal.
- Able to build and promote trust and teamwork.
- Solid decision making skills.
- Work well both independently and as a member of a team.