

**Housing Authority of Kansas City, MO  
(HAKC)**

**Job Title:** Grant Accountant  
**Department:** FINANCE  
**Reports To:** Director of Finance

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Grant Accountant.

**JOB SUMMARY:**

The primary purpose of this position is to maintain records of the various grants and update grant spreadsheet and the general ledger in a timely manner.

**ESSENTIAL FUNCTIONS:**

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

1. Prepare draw down requests and prepare the necessary journal entries.
2. Review invoices and codes expenditures related to grants, if eligible.
3. Review and approve grant related requisitions after verifying eligibility.
4. Regularly review accounts to identify eligible capital fund expenditures.
5. Process various types of financial reports within a timely manner to provide to management as well as grantors.
6. Review and reconcile the grant related cash balances at least once a month.
7. Work closely with Capital Fund Manager to update annual statements.
8. Maintain fixed assets ledger and prepare depreciation schedule and book the entry.
9. Reconcile soft cost as well as hard cost monthly.
10. Reconcile LOCC's every month including any receivables and/or deferred revenue.
11. Assist in processing daily deposits.
12. Assist in FDS analysis and submission.
13. Assist with independent audit.
14. Complete other accounting tasks as assigned.

**QUALIFICATIONS AND COMPETENCIES:**

**Job Competencies**

- Must demonstrate strong attention to detail and ability to meet deadlines.
- Knowledge of Microsoft Excel.

- Must possess strong analytical skills.
- Skilled in effective verbal and written communication.

### **Education and/or Experience**

Bachelor's degree from an accredited four-year college or university in accounting or finance.  
Minimum of three (3) years of relevant experience.

### **Interested applicants may forward resume to:**

Housing Authority of Kansas City, Missouri  
Administrative Services Department  
Attn: T. Gumbel  
920 Main Street, Suite 701  
Kansas City, Missouri 64105  
Email: [tgumbel@hkc.org](mailto:tgumbel@hkc.org)  
Fax: (816) 968-4225

POSITION IS OPEN UNTIL FILLED  
EOE/AA