

C O L L E G E O F
SAINT MARY

Senior Grant Accountant

We are seeking a detail-oriented and collaborative Senior Grant Accountant to join our Financial Services team. This position plays a key role in managing accounting and financial activities related to grant and development revenue, ensuring accurate budgeting, reporting, and compliance with donor and funder requirements.

The Senior Grant Accountant works closely with development staff, grant writers, program leaders, and finance leadership to support institutional funding strategies and ensure strong stewardship of restricted funds.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field
- 3–5 years of progressive experience in grant accounting, budgeting, or related accounting roles
- Experience with restricted funds, grant compliance, and financial reporting
- Experience in higher education or nonprofit finance is strongly preferred

Key Responsibilities Include:

- Serve as the primary accounting resource for grant and development-related revenue
- Develop, monitor, and maintain grant budgets, ensuring alignment with award terms and institutional policies
- Track grant expenditures and ensure costs are allowable, properly allocated, and timely
- Prepare financial reports for grant funders and internal stakeholders
- Reconcile donor gifts and development revenue in coordination with the development team
- Support grant-related budget revisions, projections, and annual budget development
- Assist program leaders with understanding grant financials, budget availability, and spending timelines
- Ensure compliance with grant agreements, donor restrictions, and applicable regulations
- Support audits, monitoring reviews, and funder inquiries related to grant and development activity
- Partner with cross-functional teams to improve grant accounting processes, documentation, and controls

Why You Want to Be on This Team:

- You'll be part of a mission-centered institution committed to access, leadership, and service
- Competitive benefits including health insurance, paid time off, tuition remission, 403(b) with employer match, and employee wellness time
- A collaborative environment where your expertise directly supports institutional impact

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Senior Grant Accountant](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.