

**POSITION NOTICE
BIG SPRING CAMPUS**

POSITION: **DISTRICT GRANT ACCOUNTANT #584**

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Associate's degree or specialized training required. Additional education will be recognized. Five (5) years' experience preferred. Basic financial accounting knowledge required. Knowledge and experience in grant and fund accounting and public/private revenue sources is highly desirable. Must be detailed oriented and proficient with basic functions in Excel.

DESCRIPTION OF JOB DUTIES: Responsible for all accounting functions related to federal, state, local, and private grants, including grant setup, financial reporting, and time and effort reporting. Assists with grant compliance training. Maintains district inventory records, including inventory tagging, reconciliation, and capital outlay reconciliation. Assists with year-end audit preparation. Prepares, reviews, and posts journal entries while ensuring accuracy and compliance with applicable accounting standards and grant requirements. For a complete list of job duties please refer to the job description, available from Human Resources.

SALARY RANGE: **\$48,326 - \$53,728**

POSITION AVAILABLE: **Immediately**

TO APPLY: **Complete an online application at: www.howardcollege.edu/careers/**

POSTED: **July 16, 2026**

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.