FISK UNIVERSITY
Job Description Form

Position Title: Grants Accountant

Department: Finance and Administration

Reports To: Controller

FLSA Designation: Exempt, part-time

Bargaining Unit Position: N/A

Date Written/Revised: August 2015

POSITION SUMMARY

Oversees the daily activities of the Grants Accounting function and is responsible for the management of processing of post grand awards. This position advises and monitors principal investigators regarding financial administration of grants and contracts. This position is required to work collaboratively with the Office of Sponsored Research, grantees and grantors. This position reports to the Controller and may receive assignments from the Vice President for Finance and Administration.

ESSENTIAL FUNCTIONS

- Administers and provides general supervision over the accounting and reporting activities of government (state, federal & local) and private grants and contracts. Responsible for the reconciling and reporting of all restricted funds.
- Prepares quarterly and annual expenditure reports for all federal and private granting agencies; also prepares monthly expenditure reports for the University community to assure that spending is within budget guidelines. Communicates with the University’s Principle Investigators and Accounting departments on matters related to postings in CAMS.
- Draws down and invoices funds from granting agencies as indicated in the grant contracts.
- Prepares lead sheets and schedules that assist external audit firms in the preparation of the A-133 Report.
- Oversees the requisition process for all restricted funds.
- Collaborates with the Office of Sponsored Research to ensure that all new and renewed grants and contracts are recorded and set-up properly in the CAMS ERP system.
- Monitors and maintains grant budgets in CAMS - updating and entering new budgets as needed.
- Other duties as assigned by the Controller and/or Vice President for Finance and Administration.
SECONDARY FUNCTIONS

- Respond to internal/external requests in a timely manner.
- Develop and maintain a vehicle of communication to inform university community of current issues relating to the office; act as liaison between the community at hand and the office. Also maintaining a favorable relationship with external funding agencies.
- Help in the dissemination of requisitions.

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of Federal Accounting Guidelines.
- Proficient in Microsoft Office programs, (Excel, Word, PowerPoint)
- CAMS or other ERP experience, preferred
- Ability to work alone and complete large tasks in specified time periods.
- Excellent communication, organizational and interpersonal skills.
- Ability to multi-task and work under tight deadlines
- Must be detailed and results-oriented
- Knowledge of the administration of grant programs

QUALIFICATIONS

Education: B.A/B.S in Accounting or related field from an accredited college/university.

Experience: Minimum of three (3) years experience in grant accounting or as a grants administrator, preferably within a higher education setting.

Additional Requirements: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

Licenses or Certificates: None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.