



JOB DESCRIPTION

JOB TITLE: Accountant II - Grants	FLSA: Exempt
Department: Business Services - Accounting	Date Revised: 9/24/2024
Security Sensitive: Yes	Grade: C-43
Reports To: Comptroller/CFO	

Job Summary

Under the direction of the Comptroller/CFO and the Director of General Ledger Accounting, performs general accounting activities that are complex and broad in nature, specializing in general ledger and financial reporting functions. Primarily responsible for, but not limited to, providing internal accounting support focused on grants and student financial aid by evaluating, recommending, and implementing good practices and procedures and monitoring their compliance. Performs related duties as required.

Essential Job Functions

- Works closely with Financial Aid Department to reconcile ledgers and student accounts for Pell, SEOG, TPEG, and other student financial assistance;
- Assists Grant Managers with financial reports and approves monthly grant expenditures prior to requesting funds from different agencies;
- Calculates annual discount rate; completes Schedule of Expenditures of Federal Awards (SEFA)
- Creates budgets based on each grant's requirements and monitors compliance from a budget and expenditure perspective;
- Responsible for set-up and transfers of budget accounts, general ledger and chart of accounts maintenance, and online live computerized transactions;
- Maintains records of revenues and expenses and ensures that budgets are updated to reflect grant activities;
- Prepares and reviews journal entries; prepares reconciliations of grant and scholarship funds to the funding agency;
- Establishes regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
- Assists with supervision of the work of assigned personnel; determines priorities and schedules; reviews vouchers, reconciliations, and computations; recommends and provides training to assigned personnel;
- Prepares and reconciles monthly trial balances for each accounting fund. Reviews and

reconciles each accounting fund to ensure:

1. Debits and credits are in balance in all funds;
 2. Inter-fund accounts agree;
 3. Subsidiary ledger balances (such as payroll, accounts receivable, and accounts payable) agree to the control account balances in the general ledger;
 4. Clearing and suspense accounts are documented and balances are cleared within 30 days.
- Performs bank reconciliations, cash inter-fund transfers, and reconciles general ledger accounts;
 - Prepares internal and external reports and surveys;
 - Establishes regular procedures and performs scheduled analysis of general ledger balance sheets such as cash and clearing accounts, liability accounts, and inventory accounts;
 - Analyzes funds for timely movement and transfer of funds and/or journal entries;
 - Researches and clears items in suspense accounts;
 - Serves on committees as appointed by the President;
 - Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
 - Contributes to a safe educational and working environment by participating in drills and trainings and being prepared to take action should a health or safety emergency occur;
 - Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
 - Other duties as assigned.

Minimum Education, Skills, and Abilities

- Bachelor's degree in Accounting or a related field is required; CPA certification or a Master's degree is considered a plus;
- Accounting experience is expected, preferably with two to five years of experience within higher education, including experience with Student Financial Aid and Grants;
- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and procedures;
- Exceptional verbal and written communication skills, with strong interpersonal abilities;
- Strong attention to detail with the ability to manage multiple tasks simultaneously while meeting deadlines;
- Strong initiative and analytical skills are required;
- Proven experience using automated financial systems, including report generation, and proficiency with PCs and related software.

Work Environment

- Works primarily in a climate-controlled office environment with little exposure to safety hazards.
- Position requires average agility and good physical condition. Candidates must be able to lift and carry materials weighing up to 25 pounds. Role involves sitting, frequent use of near vision for reading and computer work, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical activities.

Special Requirements

- Ability to work some evenings and weekends during registration or as required.
- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date