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**SAM HOUSTON STATE UNIVERSITY
ANNOUNCEMENT OF VACANCY****DATE:** *March 5, 2009***REQUISITION:** *5344***TITLE:** *Accountant I***HIRING SALARY:** *\$2,394 - 3,224/Month***DEPT:** *Contracts and Grants***CLOSING DATE:** *March 12, 2009 or when filled***EDUCATIONAL & EXPERIENCE REQUIREMENT:**

Bachelor's degree in Accounting. One (1) year related professional accounting experience or equivalent. Experience with research administration preferred. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION:

Performs entry level professional accounting work in accordance with prescribed procedures and techniques in fiscal control and reporting.

PRIMARY RESPONSIBILITIES:

Responsibilities will include monitoring compliance with sponsor guidelines, as well as university, system, state and federal policies/procedures, guidelines, regulations and laws and with regard to sponsored project contract/grant terms and conditions. Responsibilities will also include monitoring compliance with effort reporting, cost-sharing, sub-recipient monitoring, deliverable requirements and other compliance issues. Performs other related duties as assigned.

OTHER SPECIFICATIONS:

Other University departments, vendors, and off-campus agencies. Work requires the exercise of moderate judgment in the application and interpretation of procedures or practices to work problems of a well-defined nature. **Well developed skills using Microsoft Excel required. Demonstrated ability to understand and meet various types of regulatory requirements preferred.**

**Employment requires security clearance
Equal Employment Opportunity/Affirmative Action Plan &
Smoke/Drug Free Institution**

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