**Job Title:** Contracts and Grants Accountant

**Department:** Sponsored Programs Administration (SPA)

SPA contributes to The University of Southern Mississippi’s responsibilities for education, research and service by assisting members of the campus community as they seek external support for their research, creative and scholarly activities. SPA is also responsible for post-award administration of contracts and grants awarded to the university.

**Job Description:** The University of Southern Mississippi, a comprehensive Carnegie research university, is seeking a contracts and grants accountant to support research staff and principal investigators. Responsibilities include communicating with project directors and support staff concerning inquiries related to allowability of costs, funding agency prior approval requirements and status of interdepartmental invoices used for cost transfers. This task involves reviewing and interpreting various regulations such as Office of Management and Budget (OMB) circulars, federal, state and funding agency specific guidelines; processing interdepartmental invoices, checking for allowability based on A-21, state guidelines, agency guidelines and university guidelines; using the university’s online accounting system (SOARFIN) to validate expenditures; resolving all grant budget error transactions including payroll, procurement card and auxiliary transactions; and entering journals in SOARFIN to correct all salary errors.

**Job Requirements:** Bachelor’s degree in accounting is required; experience in PeopleSoft is a plus. In addition, the successful candidate should have past experience demonstrating exceptional attention to detail, a service approach, professional conduct, and the ability to communicate effectively with support staff and principal investigators or equivalent. The candidate must also be able to interact successfully and work in a team environment.

The University of Southern Mississippi offers a competitive salary and comprehensive benefits.

To apply,goto <https://jobs.usm.edu>.

This position is available as soon as possible.

**AA/EOE/ADAI**