



POSITION OPENING

Job Title: Grants Accountant

Willamette University

Salem, OR

Become a Bearcat! Willamette University, founded in 1842, is a nationally recognized liberal arts school with graduate programs in business and law. WU has earned a national reputation for its academic standards and exemplary citizenship, values that have defined the culture of this campus for more than 160 years. Willamette University's motto, "Not unto ourselves alone are we born," captures the essence of our distinguished university. It speaks to our commitment to community service, to the extraordinary collaboration between faculty and students, and to the tradition of service and civic engagement that is typical of our alumni.

Willamette University is situated in the heart of the Willamette Valley and Oregon Wine Country, Salem is Oregon's capital city, boasting a mild climate and high quality of life. Our prime location affords us ready access to the Oregon Coast, the Cascade Mountains and a wide range of recreational opportunities. Salem's local attractions are complemented by those of nearby urban, cultural and academic centers in Portland, Corvallis, and Eugene – all within an hour's drive of the of our beautiful campus. Oregon is home to great food and wine and some of the nation's most beautiful scenery. Salem is the perfect community in which to live and raise a family.

Willamette University Values Diversity: Employment at Willamette University means being part of a community that values education and its impact on the world is friendly, supportive, and increasingly diverse. Believing that diversity contributes to academic excellence and to rich and rewarding communities, WU is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically underrepresented groups, whose work furthers diversity and who bring to campus varied experiences, perspectives, and backgrounds.

POSITION SUMMARY: The Grants Accountant reports to the Controller and will be responsible for assisting University grants officers, faculty members and other University officials with all aspects of post-award grant and donor fund administration. This position also supports the accounting office and is responsible for a variety of general ledger accounting controls, including reconciling bank statements and performing other reconciliations and verifications. This position will help oversee and coordinate audit procedures related to a variety of accounting processes and programs, taking the lead in working with auditors on the research and development portion of the single audit, as well as supporting the financial statement audit. This position will provide oversight and mentorship for the Accounting Associate, and together these two positions will operate as a team, providing cross-training and backup for all responsibilities of both positions.

ESSENTIAL DUTIES: In collaboration with University grants officers and principal investigators (PIs), provides financial administration of grants, contracts, and donor funds, including:

Award Setup

- Reviews, analyzes, and negotiates award terms and conditions in keeping with university requirements, applicable sponsor guidelines, and federal/state laws and regulations.
- Prepares and manages sub-awards, contracts, cooperative agreements and intellectual property and materials transfer agreements.
- Coordinates setup process for new grants, from both external and internal sources; sets up new project codes and creates new general ledger accounts for each grant; initiates journal entry

transfers to satisfy grant matching requirements. Provides setup information to all relevant employees, including principal investigator, departmental coordinators, and university grants officers.

- Ensures compliance with all cost sharing and/or matching requirements.

Financial Administration

- Reviews and approves all non-salary grant expenditures for designated, grant and donor restricted funds, and routes to accounts payable.
- Collects and submits summer faculty salary requests in Workday. Works with summer undergraduate research program contacts to facilitate summer program stipends for students.
- Reviews payment of grant-funded compensation for personnel including students.
- Approves internal budget changes and adjustments.
- Performs retroactive cost transfers as needed.
- Provides periodic expenditure reports as requested.
- Provides information for financial reports required by the granting agency.
- Generates Annual Grant Income and ACM\$ reimbursement requests from NSF.
- Checks sam.gov for vendor/subawardee eligibility, when applicable.
- Collects Single Audit Certification forms from subaward institutions or verifies Single Audit results in FAC.
- Prepares invoices as required by sponsoring agency or prime award institutions.
- Responsible for FFATA reporting through FSRs.gov.
- Ensures that post-award budget and accounting issues are promptly and accurately resolved.
- Provides post-award information and periodic expenditure reports as needed to University officials (e.g., deans, grants officers, Institutional Research Office, Office of Communications, President's Office).
- Creates account numbers and reviews/reconciles internal university grant awards, such as the Presidential Discretionary Fund or Biology Endowment Fund (including transfer/close of funds to/from primary endowed account).
- Reconciles Fringe Benefits charges to federal and other contracted rate accounts.
- Calculates Facilities & Administrative (F&A) cost capture on private and federal grants activity; monitors use of F&A funds.
- Provides leadership in the preparation of indirect cost rate proposals.
- Coordinates preparation of work papers for research and development portion of annual Uniform Guidance audit.
- Closes all grants. Prepares & collects financial closeout forms from subaward institutions.
- Serves as point of contact to financial administrators at other institutions.

Monitoring

- Monitors grant expenditures, ensuring that grant expenditures are within budget, monies are charged correctly, and the general ledger accurately reflects grant activity. Reviews expenditures for allowability, allocability, reasonableness and consistency with funding agency and federal regulations.
- Assists in the maintenance of accurate records of grant and donor fund agreements and all post-award documents.
- Assists PIs to ensure projects comply with all appropriate university payroll, reimbursement, accounting, and personnel policies and practices.
- Advises faculty and staff regarding sponsor and university prior-approval requirements for changing aspects of the project.
- If required, works with University grants officers to assist PIs with extensions and budget revisions, steward PIs through approval process, and alert funding agency regarding changes to budget or project.
- Assists University grants officers to monitor report deadlines and assist grants officers to ensure interim and final reports are submitted in a timely manner and that all financial reporting requirements are met.

Compliance

- Assists faculty and staff in complying with all rules, regulations, and agreements related to grants and donor funds.
- Collects Financial Conflict of Interest forms and manages University Effort Certification. Monitors faculty distribution of effort to assure compliance with federal and university regulations and other sponsor requirements.
- Provides education in compliance requirements and University hiring, purchasing, and accounting procedures.
- Coordinates implementation of new post-award compliance requirements. Ensures that University policies and procedures are adequate to meet governmental regulatory requirements.

Other Grant Support (pre-award)

- Supports University grants officers in the pre-award process, reviews proposals for potential implementation issues and alerts Controller to any potential difficulties with proposed spending or budget allocations.
- Serves as one of Willamette University's Authorized Organizational Representatives approved to submit proposals via Grants.gov or Research.gov.

Reconciliations:

- Performs bank account reconciliations and follows up on reconciling items and issues of concern. Works with other University departments and units to ensure cash transactions are recorded properly and efficiently. Uses reconciliations as high level internal control and monitoring tools.
- Monitors balance sheet accounts and performs reconciliations where needed to ensure accounts are kept current and issues are resolved timely. Monitors interfaces with other systems and subledgers to ensure reconciliations are performed as needed and issues are resolved promptly.
- Assists Controller and Assistant Controller with month-end closing process, ensuring month-end closing procedures are completed timely.
- Works with Accounting staff to coordinate auditing procedures, including review of procurement card statements, monitoring for duplicate transactions, and auditing transaction approvals. Assists in training other staff on audit procedures, including student employees, and provides expertise where applicable.

Other:

- Processes monthly GET Funds convenience/activity fees for Compass Card deposits, as well as department sales activity transfers for Compass Card activity. Reconciles Compass Cash invoices from Bon Appetit and Follett and submits payment requests for processing.
- Maintains capital purchase list from prior and current fiscal year. Prepare inventory lists for capital assets by department for distribution and inventory verification. Tracks both institutional and grant capital assets, and manages additional compliance requirements for grant assets.
- Provides leadership for audit functions, including working with Accounting Department staff to audit purchasing card activity.
- Takes responsibility for maintaining strong internal controls in all areas of responsibility and considers opportunities to strengthen controls throughout the University's accounting functions.
- Maintains document files, including archiving important documents and overseeing record retention policies in areas of responsibility.
- Performs other tasks and/or assume other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must hold the B.A. or B.S. degree from an accredited University or must have another combination of education, training, and/or experience equivalent to that which provides the required knowledge, skill, and abilities.
- Must have a working knowledge of financial accounting.
- Must manage a detailed calendar of varied tasks, many of which have firm deadlines. Thus, the position requires a degree of skill in organizing and prioritizing tasks and an ability to work

independently with a minimum degree of supervision. Must be able to balance daily and periodic tasks with projects.

- Must be able and willing to learn and/or establish new policies, procedures, protocols, and methods.
- Must have strong analytical skills and problem-solving skills.
- Must be highly detail orientated, accurate, flexible, and possess the capacity to work effectively as a member of a team.
- Must be able to use computer software for accounting, data management, and word processing, including Microsoft Word/Excel and Google Docs/Sheets; must be willing to learn new programs if necessary.
- Must possess strong oral and written communication skills.
- Must have strong interpersonal and customer service skills; including the ability to work with a diverse population and proven ability to patiently, diplomatically and professionally respond to and diffuse challenging customer situations. Requires a high degree of interpersonal and communication skills to exchange information with others both inside and outside the University. Demonstrates strong cultural competencies.
- This position is subject to a criminal conviction record check.

PREFERRED QUALIFICATIONS:

- Training in, and/or experience with, government regulations related to grants and contracts.
- CRA or equivalent financial grant administration certification.

TYPICAL WORK SCHEDULE: Monday – Friday 8am to 5pm