

Senior Accountant, Office for Research (1437, 8110)

Posting Number: req1330

Working 12 months per year

Non-classified Staff

Office for Research

Pocatello - Main

Primary Purpose

This job posting will be used to fill two (2) open positions. The successful candidates will join our team of Senior Accountants and provide project financial management support including reviewing and analyzing project costs and performing account receivable functions for various externally funded projects.

Key Responsibilities

- Ensure all project costs are in compliance with applicable accounting procedures, contract/grant terms and conditions, and applicable regulatory rules and regulations.
- Financial management over executed contracts/grants and amendments, budgets, cost codes, purchase orders, and other financial aspects as it relates to project costs.
- Ability to read, analyze, and interpret relevant contracts or grant awards for relevant terms and conditions.
- Ability to respond to common inquiries and/or concerns from project directors and support staff, customers, regulatory agencies, and management.
- Prepare monthly invoices and file all required financial reports.
- Reconciliation of project accounts, grant ledgers, receivables and close out.
- Conduct periodic financial meetings with project directors and their support staff to assist with project expenditure projections and to ensure financial compliance.

Minimum Qualifications

- Bachelor's degree in a related field.
- Strong oral and written communication skills, problem solving skills, analytical and computing skills, and organizational skills.
- Experience with MS Office environment.

Preferred Qualifications

- Bachelor's degree or higher in Accounting.
- Experience in post award accounting or job cost accounting and working closely with project directors.
- Banner ERP systems.
- Experience with pivot table functions.

Apply online at <https://isu.csod.com/ats/careersite/JobDetails.aspx?id=1330&site=1>

Please submit the following documents with your application:

Resume, Cover Letter & a list of three (3) professional references with contact information.

Position will remain open until filled, however, priority consideration will be given to applications received by September 7, 2021. Salary will be commensurate with education and experience. Includes a competitive benefits package. Offers of employment may be conditional pending successful completion of a background investigation.