

Grant Accounts Specialist

The Grant Accounting Specialist is responsible to the AVP of Finance for performing contract and grant accounting and reporting, assisting with accounting, budget and financial reporting. Exercises independent judgment and discretion in performing professional duties. The GA will assist investigators throughout the award life-cycle, providing post award support in such areas as sponsor reporting requirements, compliance with guidelines, establishment of new funds, and budget and subcontract monitoring. Cross training will take place to assist with other business operations.

Remote Career Opportunity: Grant Accounts Specialist, Office of Sponsored Programs

This position is currently accepting remote workers/applicants with adequate experience and background.

ESSENTIAL JOB FUNCTIONS

- Performs contract and grant accounting, invoicing, and reporting.
- Provides financial and budget support to contract and grant managers.
- Monitors contracts, grants, agreements, and leases as directed.
- Prepares monthly grant accounts receivable reconciliation.
- Monitors contract and grant revenue and expenditure budget variances.
- Prepares budget adjustments for contracts and grants.
- Performs internal audit activities for contracts and grants.
- Prepares research and analysis as directed.
- Organizes and files accounting data in compliance with audit and control procedures per retention schedules.
- Assists with the financial audit by preparing and collecting materials for audit and processing any required adjustments.
- Performs other duties as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Requirements **EXPERIENCE**

Experience working in the educational sector with computerized governmental accounting systems or significant accounting and computer course work required. Experience in the management of grants after receipt, both related to completion of deliverables and maintenance of budgets; Experience with financial management of federal, state, or private grants;

EDUCATIONAL BACKGROUND

Bachelor's degree in Accounting or related field from an accredited institution with extensive proven work experience in accounting techniques and practices.

Preference will be given to applicants with Certified Research Administrator (CRA) designation.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

Knowledge of computerized accounting systems; able to perform and prioritize tasks with limited supervision; able to perform work as a team member; proficient in computerized spreadsheets, relational databases and word processing; demonstrate oral and written communication skills; Proven knowledge of Microsoft Office and windows based PC applications with specific knowledge and experience in working with Microsoft Access and Excel; Proven ability to solve complex financial problems, comprehend financial data, and analyze and summarize information. honest and dependable; professional demeanor and demonstrate organizational skills. Must pass a background.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, use hand to finger, feel or operate computers, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, stoop, crawl, climb, kneel, talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Travel:

Occasional travel may be required, and overnight travel may be necessary to attend training as directed.

Please include a resume, and letter of interest with your application materials

It is the policy of Touro University that there will be no unlawful discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.