

Sul Ross State University
Position Description

Official Title: Grant Accountant

Salary Group: 13

Job Code: 3811

Summary

Function: Provides responsible accounting and skills for the performance of varied accounting tasks including the reconciling of grants receivable, examination and maintenance of grant financial records and preparation of standardized accounting reports.

Scope: Responsible for the assisting in various accounting tasks related to grant accounting and applying sound accounting principles in performing a variety of complex transactions.

Duties

Essential: Administers university grants and contracts; reconciles all state, federal, private grant receivables, prepares monthly billings and journal vouchers; maintains grant and contract files; assists in preparation of detailed financial reports, the annual financial report and other financial projects; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision by the Assistant Controller.

Given: May supervise clerical personnel and student employees.

Education

Required: Bachelor's degree in business with advanced course work in accounting

Preferred: Bachelor's degree in Accounting

Experience

Required: Experience in government or commercial accounting or equivalent training

Preferred: Some or all experience gained in a university grant or accounting office

Equipment/Skills

Required: Computer skills, calculator, typewriter and other standard office machines

Preferred: Advance computer skills; focus programming skills

Working Conditions

Usual: Office conditions; standard hours. Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September, 2004