Grants Assistant

Job Code 00007165

**General Description**
Responsible for performing varied accounting and clerical work in support of assigned grant.

**Examples of Duties**
Maintain current accounts receivable.
Monitor grant accounts.
Answer telephone, screen, or transfer calls, and take messages.
Greet “walk-ins,” gather information and answer questions.
Proofread documents and compare content to originals for accuracy.
Deposit funds into grant account from suspense account.
Convey bank balances.
Process RBCs by verifying funds available, pay period and proper coding.
Assure purchase orders are liquidated on a timely basis.
Create new accounts.
Verify proposal budget for accuracy by reading the budget narrative.
Enter tables into CUFS.
Initiate purchase order, encumber indirect costs by completing purchase order/data entry form.
Create template for billable accounts.
Update active grants database.
Prepare grant accounts to be inactivated.
Contact account manager to verify that outstanding transactions have been posted.
Cancel indirect cost purchase order.
Calculate indirect cost by established formula.
Reconcile closing balance against Texas State reports.
Generate final financial report by completing pre-printed form.
Create billing record by reviewing grant summary report.
Prepare purchase/voucher invoice.
Record invoice accounts receivable funding source database.
Review monthly grant summary reports.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University procedures and standards for payroll transactions on grant accounts of PC software.

**Skill in:** Establishing rapport with a variety of Texas State and funding source personnel; promoting good working relationships between office and Texas State personnel and funding source personnel.
Ability to: Read and interpret complex grant guidelines; understand UPPS; prepare reports, letters, take telephone messages; perform intermediate math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012