

Accountant IV

Job Code 50007772

General Description

Responsible for providing professional accounting system work, with primary responsibility for daily maintenance of SAP Grants Master Data and training for SAP Grants Management Module.

Examples of Duties

Responsible for effort reporting data collection and compliance.

Research advanced problems and perform advanced review of financial data and reports, with recommendations for solutions.

Provide technical support for principal investigators, funding sources, and university administrative offices regarding externally funded grants and contracts.

Plan and implement compliance activities.

Daily maintenance of master data in the Grants management module of financial accounting system.

Implement effort reporting program in compliance with federal and state requirements.

Read and interpret laws, regulations and policies/procedures for compliance.

May suggest changes to laws, polices and procedures.

Develop and update written policies and procedures for primary areas of responsibility.

Conduct receivables monitoring and collection, including research and reconciliation of advanced problems and accounting issues.

Develop materials and conduct training sessions for GCA staff and campus constituents for use of Grants Management module in SAP system.

Interact with and provide information for internal and external auditors.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: State and university guidelines; laws, policies, procedures, accounting principles; GAAP and Governmental Accounting; SAP systems knowledge; auditing standards, budgeting, payroll policies, grants and contracts administration with emphasis on effort reporting; state and federal regulations related to financial transactions; computers.

Skill in: establishing rapport with various constituencies; working as a team member; organizational and planning skills; developing new policies and revisions to policies; prioritizing workload; problem solving and decision making; discretion; using time productively.

Ability to: understand complex legal documents, policies, procedures, manuals, and grant management handbook; compare and verify ledger and spreadsheet numbers, financial reports, and written job instructions; prepare reports and meet standards, correspondence, grant forms,

reports and develop and revise policies; perform advanced calculations and create financial reports; work effectively with staff, faculty, students, and employees of state, federal, and private entities; take direction and communication problem resolutions, relay accurate information, conduct training sessions with a variety of constituents; monitor and collect accounts receivable and prepare metrics, operate desktop and mainframe computer and other specialized software as required including databases, spreadsheets, word processing, e-mail, by job assignment; analyze and prepare financial reports; effectively direct the work of others; work under strict deadlines; organize work and documentation in effective manner.

Educational Experience

To qualify for this classification, an individual must possess a bachelor's degree and any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements