POSITION DESCRIPTION

Title: Accountant
Department: Business Services
Percent Appointment: 80%

Position Summary: This position is responsible for coordinating the campus Post Award grant accounting process, including performing specific grant related functions such as budgeting, reporting, cash draws, and close out. This position also has responsibility for performing or assisting in various reporting functions including Board of Regents and A-133 GAAP reporting. These responsibilities involve a variety of appropriations with a concentration on State and Federal grants and contracts. This position reports to the Director of Business Services/Controller and duties are performed under general supervision. The employee is required to know and follow UW-Superior, UW System and Wisconsin Department of Administration (DOA) policies as well as federal agency grant administration regulations.

Specific Duties:

88%

A. Coordinate post-award grant administration for the campus; provide accounting and technical support for a broad range of extramural funding.

A1. Review grant and contract budgets along with Grants & Research Administrator for compliance with agency and UW-Superior guidelines, including appropriateness of salary amounts, fringe benefits, and indirect cost rates and mathematical accuracy. Serve as a final review and sign off before proposals are submitted to funding agencies.

A2. Establish and maintain a permanent file for each new grant or contract and oversee the storage of closed grant information per record retention requirements. Monitor awards for compliance with granting agency expenditure guidelines. Review transactions for appropriateness. Initiate corrective budget, expenditure or revenue transfers as necessary.

A3. Serve as the primary contact person for pre-award to transition new grants to post-award and ensure all documentation is obtained.

A4. Facilitate the cost center setup process between the principal investigator (PI) and the budget office.

A5. Reconcile award budgets on Shared Financial System (SFS) to granting agencies.

A6. Process cash draws as needed from granting agencies’ electronic systems and/or prepare invoices to granting agencies for reimbursement of expenditures.

A7. Interpret match requirements and coordinate intended match with Grants Administrator and/or PI to ensure that campus obligations can be and are met.

A8. Review regulations for grant and contract administration, make recommendations for policies and procedures to management, and provide technical support for interpretation of regulations and reporting requirements.

A9. Analyze financial information and provide technical support services to faculty and staff members with grants. Provide ad hoc reports to management, faculty and staff.

A10. Process documents required by funding agency for revisions to grant budget line items, project period extensions and personnel changes.

A11. Work with financial staff to maintain superior grant accounting support for faculty.

A12. Perform grant maintenance for new fiscal year and ensure the new fiscal year is set up properly.

A13. Contact federal and state agencies for interpretation of rules and regulations for fiscal compliance. Work with state and federal auditors to assist in audit questions related to grants.

A14. Prepare monthly or periodic reports as required by the funding agency.

A15. Complete closing process for grants, preparing entries for fringe benefit allocations and indirect overhead expenses for gift/grant funding sources, and closing department or project codes.

A16. Work with Controller to prepare annual financial reports for all state and federal grants and contracts in conformance with System Administration instructions.

A17. Assist with preparing indirect cost recovery and extramural fringe benefit calculations and prepare campus indirect cost pool allocations.
A18. Prepare monthly and quarterly reports as required by the American Recovery and Reinvestment Act (ARRA) and Federal Funding Accountability and Transparency Act (FFATA).

A19. Establish and maintain Personnel Activity Reports for all staff working on federal grants and contracts according to the guidelines on OMB-Circular A-21.

A20. Monitor all campus trust funds for expenditure compliance. Coordinate with academic departments and the financial aid office to ensure spending and deposits are made in a timely manner and the terms of the trust funds are met.

A21. Prepare interim and final financial reports as required by the terms of each extramural support agreement; reconcile to general ledger accounts to ensure all expense and revenue is properly recorded.

A22. Participate actively in grant and contract audits. Deal directly with auditors from UW-System Administration, the Legislative Audit Bureau and various state and federal agencies.

A23. Act as campus liaison for inter-institutional agreements.

A24. Maintain record for gifts-in-kind, send out letters of receipt to donors and prepare year-end report.

10% B. Other accounting responsibilities.

B1. Provide backup for monthly and yearly maintenance for PeopleSoft.

B2. Provide backup for integrity checks and resolutions of problems with GL transactions.

B3. Provide backup for PeopleSoft upgrades in SFS.

B5. Assist in preparation of year-end reports per UW-System instructions.

B6. Complete special projects as assigned by supervisor.

2% C. Other

C1. Participate in campus and community committees that serve to benefit the University’s mission and strategic goals.

C2. Remain actively involved in professional activities that are relative to the position.

C3. Foster positive relationships with all external and internal constituencies served by the university.

Knowledge, Skills and Abilities:

Two or four year degree in accounting or business preferred.
Knowledge of Generally Accepted Accounting Principles (GAAP).
Experience working with regulated programs or cost centers.
Knowledge of financial regulations for a variety of funding sources.
Knowledge of and experience with complex computer-based financial management systems.
Ability to analyze and explain financial data, rules and regulations.
Ability to interact respectfully with people of diverse socioeconomic cultural and ethnic backgrounds.
Demonstrated experience of effective interpersonal, organizational, analytical, and communication skills.
Commitment to customer service.
Demonstrated ability to handle multiple priorities.
Proficiency in use of technology productivity tools.