

The University of Texas at San Antonio

Job Description

Job Title: Grant Accountant I
Code: 19035
Salary Grade: 56
FLSA Status: Non Exempt
Department/Division: Grants and Contracts Financial Services/Research Finance and Operations
Reports To: Assistant Director, Grants and Contracts Financial Services

Summary

- Function: To assist in the financial management of sponsored projects through the application of basic fiscal principles and administrative regulations governing grants and contracts.
- Scope: Responsible for the application of basic accounting knowledge to ensure compliance with financial reporting requirements and the acquisition of extramural funds.

Duties

- Typical:
 1. Prepare and submit billings to sponsoring agencies.
 2. Prepare expenditure reports in compliance with the sponsor's terms and conditions.
 3. Manage Accounts Receivable collections.
 4. Prepare federal cash requests.
 5. Performs other duties as assigned.
- Periodic:
 1. Assist with special projects as directed.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree from an accredited institution with a concentration in accounting or a related field.

Other Requirements

Required	Preferred
-----------------	------------------

Excellent verbal and written communications skills	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
None	One year of experience in grant or related accounting to include financial reporting or post award administration of sponsored projects.

Equipment

Required	Preferred
Personal computer, accounting software, Microsoft Office and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
General supervision.	N/A

Accuracy

Proficiency in all phases of the duties performed.
--

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
