

The University of Texas at San Antonio

Job Description

Job Title: Grant Accountant II
Code: 19036
Salary Grade: 58
FLSA Status: 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 intermediate 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 and prepare accounts receivable reconciliations.
 4. Prepare federal cash requests.
 5. Record bank (ACH) deposits.
 6. Prepare special financial reports.
 7. Perform 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
Two years of experience in grant or related accounting or post award administration of sponsored projects.	Two years of grant accounting experience to include financial reporting and account reconciliation.

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.
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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.
