

The University of Texas at San Antonio

Job Description

Job Title: Grant Accountant III

Code: 19037

Salary Grade: 60

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 advanced accounting knowledge to ensure compliance with financial reporting requirements and the acquisition of extramural funds.

Duties

- **Typical:**
 1. Oversee Accounts Receivable management/collections.
 2. Prepare Letter of Credit drawdowns.
 3. Prepare financial reports.
 4. Evaluate financial activities of service/recharge centers and facilities.
 5. Assist in the implementation of cost accounting procedures.
 6. Respond to various data requests/statistics.
 7. Initiate award accounts and set up budgets.
 8. Provide direction and guidance to Grant Accountant I and II.
 9. Assist in the preparation of the Annual Financial Report.
 10. Perform other duties as assigned.
- **Periodic:**
 1. Assist with or lead 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.	Working knowledge of computerized accounting systems.
Excellent analytical and organizational skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience in grant or related accounting and/or post award administration of sponsored projects.	Four years of grant accounting experience to include financial reporting and account reconciliation.
	Similar experience in a governmental or higher education environment.

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.	May directly or indirectly supervise staff.

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.