

Sul Ross State University Position Description

Official Title: Sponsored Projects Accountant I

Salary Group: 13 Exempt

Job Code: 3434

Summary

Function: Performs a range of accounting functions related to research and other projects funded by federal, state and private sponsors.

Scope: Works with project directors, other university departments, and sponsoring organizations to ensure projects are managed and accounted for in accordance with award documents and applicable regulations.

Duties

Essential: Maintains policies and procedures related to sponsored projects and verifies compliance with federal/state regulations; reviews project proposals before submission to sponsors; serves as an information resource and assists project managers to comply with policies/regulations; supports the Office of Sponsored Programs with the education and training of project staff; monitors project expenditures; prepares and enters journal entries; completes financial reports; collects and maintains compliance documents such as time & effort; prepares invoices for and collects from sponsors; performs other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Sponsored Projects Accountant II; general supervision by Dir. of Accounting Services.

Given: none.

Education

Required: Bachelor's Degree in business with advanced course work in accounting.

Preferred: Bachelor's degree in Accounting

Experience

Required: Experience in government or commercial accounting or equivalent training

Preferred: Some or all experience gained in a university grant or accounting office

Equipment/Skills

Required: general computer skills; basic spreadsheet skills; other standard office machines

Preferred: superior spreadsheet skills (MS Excel); basic databases skills (MS Access, Oracle)

Working Conditions

Usual: Office conditions; standard hours. Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 2015