

UMMS Career Ladder Matrix

Grant Accountant Family			
Job Title	Grant Accountant II	Grant Accountant III	Grant Accountant III
Job Code	MF2009	MF2061	MF2005
Pay Grade	43	43	44
Position Summary	Under the general direction of the Director of Grant Accounting & Compliance or designee, the Grant Accountant II performs complex and varied financial and administrative functions requiring independent action and setting of priorities and procedures for accomplishing tasks. The Grant Accountant II performs desk reviews and audits of all financial transactions and determines compliance with policies, regulations and reporting requirements for grants, contracts and restricted gifts in their portfolio.	Under the general direction of the Director of Grant Accounting & Compliance or designee, the Grant Accountant III performs complex and varied financial and administrative functions requiring independent action and setting of priorities and procedures for accomplishing tasks. The Grant Accountant III performs desk reviews and audits of all financial transactions and determines compliance with policies, regulations and reporting requirements for grants, contracts and restricted gifts in their portfolio.	Under the general direction of the Director of Grant Accounting & Compliance or designee, the Sr Grant Accountant performs complex and varied financial and administrative functions requiring independent action and setting of priorities and procedures for accomplishing tasks. The Sr Grant Accountant performs desk reviews and audits of all financial transactions and determines compliance with policies, regulations and reporting requirements for grants, contracts and restricted gifts in their portfolio.
Essential Functions /Scope	<ul style="list-style-type: none"> * Approve post award transactions and activity to ensure compliance with Federal, state, sponsor agency and University policies and procedures * Analyze notice of award terms and conditions and establish the grant account in accounting systems * Ensure grant budget is compliant with governing regulations and University policy. Translate budget data to grants management system to assist in managing revenues and expenditures charged to the award * Review expenditure activity on grants to ensure compliance with Federal, sponsor agency, state and University rules, regulations, and policies * Approve changes to established grant budgets and all other post-award financial amendments and changes * Analyze reports and queries to validate system data. Take the appropriate actions to resolve identified issues. Prepare budget and financial status reports. Submit reports for approval * Prepare sponsor billings, post and manage accounts receivable and cash reconciliation * Communicate directly with sponsor regarding budget, billing, receivable and financial reporting concerns and follow-up * Resolve grants management issues ensuring compliance with governing regulations in collaboration with the Principal Investigator and department contacts 	<ul style="list-style-type: none"> * Update system queries and reports to accommodate evolving data requirements. Analyze reports and queries to validate system data. Take the appropriate actions to resolve identified issues. Prepare budget and financial status reports for submission to sponsors * Provide guidance to decentral grant accounting staff to resolve problems and address needs of assigned departments * Analyze processes and provide input and feedback to enhance grants management activities 	<ul style="list-style-type: none"> * Train grant accountants on the responsibilities, activities, and priorities of their position. Work with managers to address on-going training needs of staff (central and decentral) * Collaborate in the development of grants management system, procedures, policies and reporting related to grants management and administration. Provide input/feedback for implementations, enhancements and development of tools and training materials * Develop system queries and standardized reports to accommodate evolving data requests and requirements. Analyze reports and queries to validate system data * Submit financial reports in sponsor reporting systems ensuring reconciliation to grant management and sponsor systems. Manage sponsor questions and responses regarding financial reports * Work with grant accountants and managers as a resource to address and resolve day-to-day questions and provide first-rate Customer Service to the user community. * Participate in documenting procedures in a Grant Accounting Procedure Manual for staff and user departments
Required Qualifications	<p>Bachelor's degree in Business, Accounting, Finance, or a related field or equivalent experience</p> <p>1-3 years of related business experience</p> <ul style="list-style-type: none"> * Proficient in Microsoft Office Suite * Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders. * Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines 	<p>Bachelor's degree in Business, Accounting, Finance, or a related field or equivalent experience</p> <p>3-5 years of related business experience</p> <ul style="list-style-type: none"> * Proficient in Microsoft Office Suite * Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders. * Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines 	<p>Bachelor's degree in Business, Accounting, Finance, or a related field or equivalent experience</p> <p>5-7 years of related business experience</p> <ul style="list-style-type: none"> * Proficient in Microsoft Office Suite * Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders. * Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines
FLSA Status	Exempt	Exempt	Exempt
Promotional Process	Requisition * Grant Accountant I Not in Use	Requisition or In-family Promotion from Grant Accountant II	Requisition or In-family Promotion from Grant Accountant III