

Grants Accountant Simmons University

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Posted Mar. 6, 2019, set to expire Jul. 2, 2019

Job Title	Grants Accountant
Department	Administration
Institution	Simmons University Boston, Massachusetts
Date Posted	Mar. 6, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Grant Writer/Technical Writer Fiscal Services
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Job Description	

Grants Accountant

Main Campus - Boston, MA

R05750

Located in the heart of Boston, Simmons University embodies the benefits of a small university in the nation's best college town. Simmons has a cherished history of visionary thinking and social responsibility and a mission that has remained constant for over a century: to provide transformative learning that links passion with lifelong purpose.

Today, Simmons serves nearly 2,000 students in a women-centered undergraduate program and

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nearly 5,000 students in coeducational graduate programs. Simmons recently embarked on an academic redesign to create four interdisciplinary colleges. Given the richness and complexity of its offerings, Simmons obtained formal approval and became Simmons University effective September 1, 2018.

Job Summary

Simmons University is looking for a part-time, benefits eligible Grants Accountant to join its Finance department. Reporting to the Senior Accountant, the Grants Accountant is responsible for the preparation of all accounting records and reports related to grants and sponsored programs. From preparing monthly account reconciliations to ensuring balances are accurate and appropriately stated, the Grants Accountant will work in close collaboration with colleagues in various departments in order to ensure compliance with grant requirements and accurate accounting.

Responsibilities

- * Collaborate on the setup of new grants, including participating in the Sponsored Programs approval processes, creating grant accounts, and setting up budgets;
- * Contribute towards the development of processes for the execution of grants, including determining how grantees/participants are paid, as well as training on appropriate record keeping and accounting methodologies;
- * Deliver training to grant stakeholders, providing education on how to efficiently and effectively manage grants within university policy, granting agency guidelines, and all applicable federal regulations related to special programs;
- * Review grant and agency documentation to ensure a clear understanding of the regulations and guidelines associated with grant funds;
- * Prepare, review, or direct all accounting entries (journal entries, supplier invoices, expense reports) related to sponsored programs, ensuring compliance with grant guidelines;
- * Maintain schedule of grant reporting deadlines for monthly, quarterly, and annual reports, including preparing, submitting and ensuring the accuracy of all applicable reports;
- * Conduct ongoing effort certification with faculty and staff as required by grantors;
- * Reconcile grants receivable and grants payable accounts on a monthly basis, recording grant revenues on an ongoing basis;
- * Perform award closeout tasks in a timely manner, including reviewing recently ended awards, verifying financial reports are filed, initiating adjusting entries, refunds or transfer of residual balances as needed, as well as updating award record within the accounting records;
- * Research issues, prepare invoices/ billings and collect funds for the support of grant expenditures;
- * Draw down federal funds on a timely schedule to ensure effective cash management;
- * Coordinate with the Student Financial Services and Payroll offices to ensure the accuracy of amounts

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drawn related to the university's Title IV programs;

- * Coordinate with the auditors to support the annual Uniform Guidance Audit
- * Other responsibilities as assigned.

Qualifications:

- * Bachelor's degree required, preferably in a related field;
- * Minimum of 2 years' of relevant, professional experience;
- * Strong attention to detail and organizational skills;
- * Experience in successfully working across multiple stakeholders and constituents;
- * Previous experience in developing and facilitating training programming preferred;
- * Strong Microsoft office suite experience.

Required Application Materials:

- * Resume
- * Cover Letter

[url=https://apptrkr.com/get_redirect.php?id=1408311&targetURL=http://www.simmons.edu/~media/Simmons-1-2018-Salary-Grades-and-Ranges.ashx?la=en]Salary Grade S07

Instructions to Applicants: Please upload all applicable application materials (e.g. resume/cv, cover letter, writing sample, teaching philosophy, etc.) in the "Resume/CV" box on page 2 ("My Experience") of this application. Documents can be uploaded individually or as a combined document (e.g. PDF).

Simmons University is committed to inclusive excellence in all aspects of an individual's community experience. As a university committed to diversity, equity, and inclusion, Simmons encourages applications from all under-represented groups. Simmons is committed to creating, developing, promoting, and enhancing inclusive hiring practices-at all levels, for all positions-ensuring diverse talent pools and the delivery of a consistent positive candidate experience. Simmons is an equal opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body, and curriculum.

To apply, visit [url=https://apptrkr.com/1408311]https://simmons.wd1.myworkdayjobs.com/en-US/Simmons-Careers/job/Main-Campus---Boston-MA/Grants-Accountant_R05750-2

Located in Bostons historic Fenway area, Simmons College is a small, private, non-sectarian College

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which has educated students for enriching careers and purposeful lives since 1899. Working at Simmons means joining a collaborative, diverse and mission-driven community of educators and professionals.

We prepare students to be leaders for themselves, their communities and the world. Our faculty and staff members lead by example - sharing a commitment to excellence and putting the students first.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.