

Grant Compliance Accountant University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=143631>

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Posted Jul. 2, 2020, removed Sep. 1, 2020

Job Title	Grant Compliance Accountant
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	Jul. 2, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Grant Writer/Technical Writer
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Job Description

University of Idaho

Grant Compliance Accountant

Location: Moscow

Division/College: University Research (Div)

Employee Category: Exempt

Pay Range: \$57,584 or higher depending on education and experience

Full/Part Time: Full Time

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Position Summary:

Under the direction of the Cost Accounting Unit Manager, assesses risk and performs reviews of service centers and sponsored projects to ensure compliance with, federal and sponsor regulations, and University policies and procedures. Prepares, analyzes and reviews financial records and documents, accounting systems, work papers, budgets, payroll records, and other related documents. Prepares reports of findings and makes recommendations to Financial Unit Manager. Communicates with University personnel to provide guidance and training on fiscal compliance with sponsored project policies, procedures, and regulations. Serves as a representative of Office of Sponsored Programs (OSP) and facilitates the advancement of knowledge related to research administration, policies and procedures through training and attendance at professional meetings and other training events.

Minimum Qualifications:

Education:

Bachelors degree in Accounting or Bachelors degree in Business with at least 20 credit hours in Accounting and 1 year of progressive experience working in a relevant accounting field (Master of Accountancy can replace working experience)

Experience in the application of standard accounting principles and budgeting procedures.

Experience in accounting theory, principles and practices.

Experience in ethics and confidentiality principles and practices.

Experience applying policies and procedures and using available resources.

Establish and maintain effective working relationships with supervisors, co-workers and the public.

Work independently and with limited supervision.

Experience editing and writing business correspondence and technical documents using proper grammar and punctuation

as demonstrated in application materials.

Analyze information and research a variety of sources to identify and resolve problems or issues.

Experience managing multiple projects under tight deadlines, multitask and complete tasks with multiple interruptions and distractions.

Experience preparing financial statements and financial management reports.

Experience scheduling financial analysis and analyzing and interpreting financial information and reports.

Experience using standard word processing, spreadsheet, email software and other database computer programs.

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Preferred Qualifications:

Experience:

Experience using the Banner database system.

Establishing and monitoring internal controls

Interpreting, explaining and applying laws, regulations, and policies.

Assisting in the education of individuals in policy and procedures.

Assessing risk and conducting audits to ensure compliance

Monitoring and evaluating account activity.

Knowledge:

Knowledge of the University of Idaho policies, regulations and administrative practices.

Knowledge of grant and contract accounting,

Knowledge of Federal regulations governing cost principals and research compliance for educational institutions.

Knowledge of grant and contract administration processes and procedures.

Knowledge of financial reporting, cost and managerial accounting.

Physical Requirements & Working Conditions:

Posting Number: SP002515P

Posting Date: 06/29/2020

Closing Date:

Open Until Filled: Yes

Special Instructions:

Preferential review of applicants will begin on July 27, 2020.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1941666\]jobs.uidaho.edu](https://apptrkr.com/1941666]jobs.uidaho.edu)

EEO Statement



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Contact Information

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

Contact

University of Idaho

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