

Grant Accounting, Senior Accountant  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=247503>

Downloaded On: Oct. 31, 2024 6:14am

Posted Oct. 23, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Grant Accounting, Senior Accountant
<b>Department</b>	Finance & Administration
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Oct. 23, 2024
<b>Application Deadline</b>	11/04/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Finance/Investment Management Grant Writer/Technical Writer
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5742599">https://apptrkr.com/5742599</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Grant Accounting, Senior Accountant**

**Salary:**

**Job Type:** Full-Time

**Job Number:** FY2300497

**Location:** Main Campus - Baytown, TX

**Division:** Finance & Administration

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### Position Overview

Starting Salary Range is \$56,827 -\$65,352. The initial salary offer is commensurate with education and related work experience.

Act as accountant for federal, state, and foundation grants awarded to Lee College. This position has to comply with the financial rules and regulations of the granting authorities, as well as Lee College policies and procedures. This position will assist Grant Accounting Manager ensuring the financials of Grant funds are in compliance.

### Essential Duties & Responsibilities

- Review budget information for new grant awards and discuss any issues with grant writers
- Add department IDs and descriptions to the PeopleSoft Tree Manager.
- Establish grant budgets that are consistent with the Grant Award Notification (GAN)
- Enter beginning budget information into PeopleSoft for new grants.
- Enter budget transfers and amendments into PeopleSoft for grants, and verify that transfers and amendments are within grant guidelines.
- At the beginning of the fiscal year enter all grant budgets.
- Calculate and enter grants carryover budgets in PeopleSoft at grants and Lee College year-end.
- Meet with Project Directors as needed to discuss budget details. Also, provide guidance to the Project Directors on generating, reading, and understanding PeopleSoft budget reports.
- Review PeopleSoft Budget Transaction Detail Reports for non-allowable expenditures and miscodes. If expenditures were not allowed, inform the grant director/administrator and journal the expenditures to a department that allows such expenditures. For miscodes, create and enter journals to correct.
- Run queries to verify SF Postings on grant expenditure reports. Research discrepancies between financial side of PeopleSoft SF Posting data and student side of PeopleSoft SF Posting data.
- Run queries for expenditure data on grants, then calculate and request reimbursement monthly. Including calculating and entering a journal for indirect costs.
- Journal draw down reimbursements and direct deposits for grants.
- Prepare monthly and quarterly financial reports as required and submit to the awarding agencies. Ensure that financial reporting requirements are timely met and in accordance with applicable federal, state, and local laws and grant covenants.
- Generate and enter TPEG journals quarterly. Calculate and send the Financial Aid Director the TPEG balance.
- Prepare the Federal Expenditure Schedule and State Expenditure Schedule for the annual audit.
- Complete year-end entries and balance receivables.

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- Prepare and submit data and documents that may be requested during a desk review by any of the granting agencies.
- Assist the outside auditors for the annual audit with gathering data and answering questions relating to grants.
- Maintain grant contracts, audit, and reporting files related to the federal, state, and local grant awards as required by the agency and regulations.
- Monitor Grant Receivables balances.
- Reconcile Deferred Revenues monthly
- Assist Grant Accounting Manager with verification of Grant financials and approve journal entries for grants.

### **Additional Duties & Responsibilities**

- Assist the Grant Accounting Manager in maintaining the Lee College Grants Management Handbook-Post Award.
- Verify that the data on queries agree with Budget Transaction Detail Reports.
- Review and interpret grant agreements for compliance issues.
- Review memos of understanding with sub-grantees.
- Work with sub-grantees on various issues when needed.
- Assist granting agencies' auditors when needed.
- Attend conferences, training, and workshops for professional development.
- Perform other duties as assigned
- Create bank wires as needed as a back-up to Assistant Controller

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Bachelor's (or higher) degree in Accounting or related field
- Three (3) years of related work experience as an Accountant
- Knowledge of grant and accounting compliance: OMB Circulars, Accounting Principles, GAAP and GASB.
- Knowledge of Microsoft Word and Excel required
- Knowledge of contracts and agreements.
- Ability to handle multiple tasks.
- Work with a variety of staff and outside funding agency.
- Work evenings and weekends as workload demands.
- Travel out of town to attend training and conferences.

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Preferred:

- Experience in grant accounting
- Knowledge of Outlook and PeopleSoft

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4700720/grant-accounting-senior-accountant>

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**Contact Information**

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

**Contact**

N/A

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