

Grants Accountant, Office of Research and Sponsored
Programs
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=253772>

Downloaded On: Apr. 20, 2025 8:51am

Posted Feb. 26, 2025, set to expire Jun. 28, 2025

Job Title	Grants Accountant, Office of Research and Sponsored Programs
Department	
Institution	Kean University Union, New Jersey
Date Posted	Feb. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Fiscal Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Grants-Accountant--Office-of-Research-and-Sponsored-Programs_R3344-1
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
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Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Office of Research and Sponsored Programs (ORSP)

Grants Accountant

Reporting to the Director of Grants Accounting in the Office of Research and Sponsored Programs (ORSP), the Grants Accountant (Professional Services Specialist 3 Administrative Services) assists with the financial administration of grants and contracts from award setup through award closeout. This includes all aspects of financial accounting including billing, receipting, reporting, and ensuring compliance with Federal and State regulations, sponsor/grantor requirements and Foundation activities; and performing related work as required.

This position requires some travel and a flexible schedule including evening and weekend hours as needed.

Qualifications: A Bachelor's degree from an accredited college or university and two (2) years of experience in general account analysis and reconciliations is required. Applicants who do not possess the required education may substitute the above-mentioned professional experience on a year-for-year basis. A Master's degree may be substituted for one (1) year of the above-mentioned professional experience. Experience with Ellucian and membership in professional associations such as the National Council of University Research Administrators (NCURA) or the Society of Research Administrators International (SRAI) is preferred. Excellent communication skills (written and verbal); proficiency in Microsoft Office Suite applications; and the ability to manage multiple projects and meet deadlines while maintaining focus on accuracy and attention to detail are essential.

The selected candidate will be required to pass a four (4) month Working Test Period.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official

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transcripts are required prior to the starting date of employment.

SAME Program Applicants: If you are applying under the NJ State as a Model Employer “SAME” Program, your supporting documents (Schedule A or B letter), must be submitted along with your application materials by the closing date indicated above. For more information on the NJ SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call the Civil Service Commission at (609)-292-4144, option 3. You may also contact Kean’s Recruiting Team at SAME@kean.edu.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

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Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

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

Contact

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