JOB DESCRIPTION

Sponsored Programs Accountant

**Definition of Class**
This is a professional position in which the incumbent manages fiscal and administrative aspects of the contracts and grants functions to include the maintenance of proposal submissions, accurate budgeting for proposals and awards, award receipt and liaison with the Accounting Office. Incumbent performs a variety of accounting and operations tasks which include the review of grant and contract proposals, preparing and approving proposal budgets, monitoring internal and/or external funds, purchasing and tracking of equipment, preparation of analysis and reports for grants and contracts, and processing related data.

**Examples of Work Performed**
Manages fiscal aspects of the grants and contract activities for the sponsored programs office.

Communicates with funding agencies regarding pre-and post-award considerations, compliance questions with regard to expenditures and activities during the contract period and close out information.

Reviews and approves proposal budgets to ensure accuracy and compliance. Monitors income, expenditures, contract periods, proposals and reports. Coordinates electronic administration of contracts and grants efforts through the SAP system.

Monitors balances on sponsored programs accounts to ensure accurate expenditure rates. Reviews subcontract invoices to assure expenditures comply with approved budgets and regulations.

Processes and monitors expenditures and cost-share funds related to contracts and grants activity. Assists and advises PI’s and staff with appropriate budget issues regarding time and effort concerns, cost shares, etc.

Provides oversight for regulatory compliance with all externally sponsored programs and subcontracts. Works with grant personnel to maintain compliance with regards to reporting timelines, procurement, contracting agreements and other related activities. Performs required reporting for federal programs.

Communicates with both internal and external agencies regarding the contracts and grants activities of the department.

Approves equipment purchases using federal sponsored funds to ensure purchases comply with award and agency regulations. Ensures equipment funds are authorized and available.

Serves as university federal property administrator. Tracks equipment purchased with federal funds and works with departments to prepare for audits. Prepares regular equipment reports for sponsoring agencies.

Plans and implements special projects of the unit; makes recommendations to improve the efficiency and effectiveness of the department.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Monitors fiscal compliance for university sponsored programs and outside subcontracts.

2. Performs accounting functions concerning financial statements, budgets, and various accounts.
3. Advises and assists researchers regarding the fiscal affairs, requirements, and restrictions of awarded grants.

4. Oversees budget development and approval for contracts and grants proposals and awards.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s degree in Accounting or a related field from an accredited four-year college or university.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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