

Accountant II (8224)

Posting updated to include diversity:

Required Qualifications (Must be mentioned on application/resume):

- Bachelors Degree in Accounting or Finance and three years of professional accounting experience and/or an equivalent combination of education and experience to total seven years
- Prior experience with financial reporting and analyses
- Proficiency with Excel
- Demonstrated ability to work effectively in informal and formal teaming arrangements **with individuals from diverse communities and cultures**
- **Demonstrated ability to work with a team of colleagues who represent a diversity of work and conflict resolution styles**

Preferred Qualifications:

- Certified approver or equivalent experience and training.
- Fund accounting skills.
- Project accounting, preferably with sponsored research accounting.

Duties/Responsibilities

This position supports the Financial Manager of the Medicine/Dermatology Administrative Center in managing the finances of two departments within the Medical School.

40% - Research Accounting: Financial expert over entire life of a grant, from proposal to closure.

Responsibilities include:

- Establishing a grant budget.
- Determining appropriate payroll percentages for labor charging and effort certification.
- Auditing and approving expenditures against grant.
- Forecasting future expenditures and working with project investigators to reconcile journal entries for various recurring activities, adjustments and corrections; and analyzing and resolving accounting issues.
- Closing grant years and projects.
- **Recognize a diversity of problem-solving skills and how they can lead to better solutions.**

35% - Budget Analysis & Reporting:

- Forecasting and analysis of areas of business in the department
- Develop all funds picture which would include clinical, nonsponsored, philanthropic, and sponsored activities
- Work with faculty/management to develop financial plans

10% - Process Improvements & Miscellaneous Analysis:

- Be a departmental representative on Medical School, AHC and Central committees
- Provide data and recommendations to managers regarding account and/or fund balances, budgeting practices and accounting functions
- Coordinate activities with project leaders, financial staff, and outside agencies.
- Determine what is best for the U
- **Maintain a commitment to the U's goals that encourage equity and diversity**

15% - Certified Approver & Effort Certification:

- Audit and approve expenditures over \$500 on sponsored research projects.
- Provide departmental expertise on expenditure requirements and policy
- Coordinate quarterly effort certification process
- Audit effort cards against payroll records
- Work with faculty from a variety of backgrounds and experiences to resolve discrepancies

*Please note that the University's financial systems require training and demonstrated proficiency before access will be granted to those systems.