University of Rhode Island

Position Description

TITLE: Accountant (Research Receivables)

DIVISION: Business and Finance

REPORTS TO: Director, Grant & Contract Accounting

SUPERVISES: Support Staff

GRADE: 9

BASIC FUNCTION:

Responsible for the University’s research reporting and accounts receivable, including billing and collection follow-up, according to federal, state and University policies. Assist with the implementation of new financial systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As a member of a receivable, reporting, and cost accounting team, maintain, update and follow-up on the University research accounts receivable system which includes, but is not limited to, the following functions:

- learning various University financial systems and all related interfaces;
- processing University research billing and letters of credit;
- interpreting billing instructions from grants and contract documents;
- reconciling receivable system with University general ledger;
- preparing aging analysis of research receivables;
- participating as an active member of the University’s cash management team;
• communicating with grantors to resolve outstanding issues;
• learning and applying University and state policies;
• learning and applying federal circulars such as OMB A-21 and A-110;
• assisting in the implementation of new financial systems;
• assisting in the collection of outstanding receivables.

OTHER DUTIES AND RESPONSIBILITIES:

Train and supervise support staff.

Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor’s degree in accounting, finance, mathematics, business administration or related field with a minimum of two years of accounting experience; experience with cost accounting and accounts receivable; experience with personal computers and printers, and with word processing, spreadsheet and database management software; ability to communicate effectively verbally and in writing, and to prepare and deliver oral presentations to various University groups; excellent interpersonal skills and demonstrated ability to be a team player.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.