University of Rhode Island

Position Description

TITLE: Accountant (Research Receivables)

DIVISION: Administration and Finance: (Controller)

REPORTS TO: Director, Sponsored and Cost Accounting

SUPERVISES: Support Staff

GRADE: 9

BASIC FUNCTION:

Play a crucial role in the reporting, billing and collections of research activities in the Office of Sponsored and Cost Accounting. Responsible for the University’s sponsored research financial reporting and accounts receivable, including billing, and collection follow-up, in accordance with federal, state and University policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare accurate and timely financial reports, research issues/questions related to federal and non-federal awards/other billing activities and communicate information to management in a timely and effective manner.

Understand University, federal and state policies and guidelines.

Identify funds to be drawn from federal sponsors and issues invoices to federal and non-federal sponsors. Review award billing and reporting terms and conditions and ensure all accounts are billed accordingly, post payments accurately and timely to PeopleSoft.
Utilize PeopleSoft to monitor and collect accounts receivable as needed. Make inquiries concerning delinquent payments. Initiate investigation into missing or misapplied payments. Communicate with grantors and internal staff as appropriate to resolve outstanding issues.

Prepare final invoices and financial reports at end of the grant, in a timely and effective manner.

Collaborate with Office of Sponsored Projects Analysts and Principal Investigators when needed.

Assist with the implementation of new financial systems and upgrades to existing financial systems.

Maintain working knowledge of systems needed for day-to-day responsibilities.

Post research related journal entries to PeopleSoft.

OTHER DUTIES AND RESPONSIBILITIES:

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; Minimum of two years of accounting experience working in an accounting or business office; Demonstrated experience with accounts receivable billing and collections; Demonstrated experience in Microsoft Excel; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience preparing and delivering oral presentations to various groups; Demonstrated ability to be a team player; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor’s degree in accounting, finance, business or related field; Demonstrated experience with Uniform Guidance; and Demonstrated experience using ERP financial systems (PeopleSoft, Oracle, Banner).

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