

**Job Code:.....100107C**  
**Position #: (PTAA).....(E)**  
**Developed by..... MW/TC**  
**Reviewed by.....TC**  
**Approved by.....LK**  
**Date:2/02; 7/05; 2/06; 12/18**  
**11/19; 01/21; 2/9/21**

**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 billing, collections and financial reporting of research activities in the Office of Sponsored and Cost Accounting. Responsible for the University's sponsored research accounts receivable and financial reporting, including billing, collection follow-up and financial close-out, in accordance with federal, state and University policies.

Sponsored Research is a rapidly changing environment, requiring flexibility in many work aspects, such as but not limited to: business processes, systems, work flows, in order to support and respond to the needs of the University and sponsors.

The Office of Sponsored & Cost Accounting works collaboratively with the Office of Sponsored Projects and other University departments in its commitment to serve and be a core part of the University's research team, and to ensure compliance with regulations and policies.

The essential duties listed below are to provide an overview of the primary position components. Details and processes may be changed as needed, not only within the department, but also as partners with the Office of Sponsored Projects and other University departments.

Responsibilities, functions and duties are monitored and evaluated to ensure appropriate internal controls are in place and/or to comply with changes in accounting standards or other compliance issues regardless of organizational structure.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Analyze, monitor, approve and issue invoices and/or letters of credit to sponsors on a regular basis, including final invoices, in accordance with the terms of the award. Interpret billing instructions from grants and contracts documents.

Prepare accurate and timely financial reports, including final reports, in accordance with the terms of the award.

Research issues and/or questions related to sponsored awards' billing and reporting in a timely manner.

Work with award sponsors, principal investigators and URI staff for any invoicing or reporting needs and to troubleshoot billing and reporting related issues.

Participate as an active member of the University's cash management team by monitoring receivable balances reported in the financial system on a regular basis, inquiring about delinquent payments, posting payments accurately and timely to the bank and financial system, researching any unidentified payments as needed.

Reconcile financial system subsidiary ledgers, including the receivable ledger, with the University's general ledger.

Post research related journal entries to the financial system.

Monitor awards through final financial closeout, including but not limited to: issuing final invoices and financial reports, initiating refund requests, monitoring final invoice payments, ensuring unbilled accounts receivable and/or deferred revenue balances are zero. Complete financial close out process, including but not limited to: award financial analysis and updating financial system statuses as needed.

Maintain current knowledge of various University systems and all related interfaces needed for day-to-day responsibilities. Assist with the implementation of new financial systems and upgrades to existing financial systems.

Maintain working knowledge of Office of Management and Budget (OMB) policies for federal awards, such as 2 Part CFR 200 (Uniform Guidance), federal and state agency specific grant guidance and University policies and procedures.

## **OTHER DUTIES AND RESPONSIBILITIES:**

Assist the Associate Controller, Sponsored & Cost Accounting and Director, Sponsored & Cost Accounting on other matters as required.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers/scanners; 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 three years of financial accounting experience; Demonstrated ability to work independently and as part of a team; Demonstrated attention to detail and ability work with a high degree of accuracy; Demonstrated experience with organizing and managing multiple tasks and deadlines; Demonstrated experience using word processing and spreadsheets; Demonstrated experience using database management software (i.e. Access); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Willingness to learn new processes and keep current on emerging industry trends; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Bachelor's degree in accounting, finance, business, or related field; Demonstrated experience with accounts receivable billing and collections; Demonstrated experience in higher education; Demonstrated analytical skills; Demonstrated knowledge of Office of Management and Budget (OMB) policies such as Uniform Guidance; Demonstrated experience using ERP financial systems (PeopleSoft, Oracle, Banner); Demonstrated understanding of the support requirements of a research environment; and, Demonstrated experience with customer satisfaction.

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