

Class Code:.....0521
Position #:(NUNC).....
Developed by:.....TEP
Reviewed by:.....
Approved by:.....
Date:.....11/92

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director of Grants and Contracts Accounting
DIVISION: Business and Finance (Controller)
REPORTS TO: Assistant Controller
GRADE: 14
SUPERVISES: Support staff

BASIC FUNCTION:

Directly responsible for Grants and Contracts Accounting offices at URI (main campus and Graduate School of Oceanography).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise office staff and functions which involve scheduling and monitoring flow of work.

Review and interpret research awards for proper classification in the University chart of accounts.

Review and approve all research transactions prior to input into the University accounting system.

Review and approve monthly, quarterly and annual financial reports prior to submission to various funding agencies.

Manage research accounts receivable system, letter-of-credit drawdowns, timely deposits of cash receipts, and aging analysis of accounts receivable.

Coordinate state, federal and independent audits.

Prepare year-end audit workpapers.

Conduct training for in-house staff and other University personnel.

OTHER DUTIES AND RESPONSIBILITIES:

Resolve research issues by communicating with state, federal and various other agencies.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in accounting or business administration required. Minimum of three years of experience in federal grants and contracts management required. Personal computer skills in IBM, LOTUS, Quattro, Macintosh, Excel required. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing and be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

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

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