

# University of Houston – Clear Lake

## Position Description

Job Title: **Research Administration Accountant**

Job Code: **3582**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Accounting, Finance or related field.	
Experience	Two to five years Accounting experience. Auditing, Budget, and Cost Analysis experience.	Sponsored programs post-award Accounting and Administration experience. Exposure to Code of Federal Regulations, Federal Acquisition Regulations Systems, and OMB circulars and regulations.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Administering and controlling post award activities for awards received from federal, state, local, profit and not for profit entities. Responsibilities include account set up, maintaining and reconciling funds, preparing of the billings and letters of credit. Monitoring expenditures and making non-routine decisions regarding compliance with federal, state, local and private rules and regulations, policies and procedures. Preparing complex regular and special financial reports and statements. Reviewing pre-award proposals and budgets. Assisting Executive Director and Assistant Director with special projects and assignments.**

Duties and responsibilities

% Time

Process expenditure documents and subcontractor invoices, monitoring for compliance with all applicable terms (matching funds, fringe benefits, indirect costs, overhead, general and administrative rates), and governing regulations (Grant and Cooperative Agreement Handbook, Code of Federal Regulations, Federal Acquisition Regulations System, Defense Contract Audit Agency and other OMB circulars).	20
Perform financial analysis and long term forecasting; create and implement Excel programs for project-specific financial reports.	20
Reconcile accounts, research and resolve accounting issues.	15
Oversee financial operations performed by project staff and participate in post-award information meetings with internal and external project personnel; serve as liaison with auditors and external agencies; develop and implement internal accounting and reporting policies and procedures. Assist in preparation and implementation of indirect cost and fringe benefits cost proposals. Assist in pre-award review of proposals and budgets	15
Create and approve budgets for proposed research funding; set up accounts for awards and subcontracts; manage cooperative agreement to research activity funding allocation process.	10
Apply termination procedures to completed or expired research activities: Ensure timely close out	10

of accounts and subcontracts, submission of final financial reports, monitoring submission of deliverables and technical reports.	
Manage cash flow and financial position: compile monthly, quarterly, and annual financial reports; perform reconciliations and prepare electronic funding drawdowns.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***