

## JOB INFORMATION

Effective Date	6/15/2023
Job Code:	3582
Job Title:	Research Administration Accountant II
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	Administer and monitor post award activities for grant awards from any agency. Responsibilities include account set up, maintaining and reconciling funds, preparing billings and letters of credit. Monitor expenditures and make non-routine decisions regarding compliance with federal, state, local and private rules and regulations, policies and procedures. Prepare complex regular and special financial reports and statements. Assist Executive Director and Assistant Director with special projects and assignments. Assist pre-award staff with budget preparation using Excel spreadsheets.

## COMPETENCIES

### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Accounting, Finance or a related field.	Required	
Master's Degree	Degree in Accounting, Finance or a related field.	Preferred	

### Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum three years of grant or related accounting and post award administration of sponsored projects.	Required	
Some	Five years of financial reporting and account reconciliation using PeopleSoft in higher education setting.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Working knowledge of 2 CFR 200: Uniform Administrative Requirements for Federal Awards ("Uniform Guidance").</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Knowledge of state and federal agencies' financial management systems.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Microsoft Excel, including creation of complex formulas in linked spreadsheets.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Microsoft Word, including use of tables and forms.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Initiate and process transactions in PeopleSoft Finance modules.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Ability to produce accurate work with an attention to detail.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to exercise initiative and work independently.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to critically and effectively read, interpret, and communicate about complex financial and research administration matters.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Excellent organizational skills with ability to prioritize tasks and meet deadlines.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Prepare journal entries for ACH payments and check deposits. Maintain aging reports, send out reminders for outstanding payments and take action to ensure payments.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Analyzes complex award document terms and conditions, budget, and sponsor specific guidelines for financial reporting requirements; including but not limited to billing and reporting requirements, and spending restrictions.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Prepare reviews, and transmits reports on sponsored projects including monthly, quarterly, annual, interim and/or final (close-out) financial reports as required by funding agency. UHCL, UHS Board of Regents, and the State of Texas. Schedules and tracks deadlines and receipt of reports for award, sub-agreement, and subcontract activities from PI and/or subrecipient.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Process expenditure documents and subcontractor invoices, monitoring for compliance with all applicable terms and governing regulations. Process electronic funding drawdowns. Analyze budget variance and assess need for sponsor approval for deviations from award terms.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Create and use Excel spreadsheets for project-specific financial reports. Deliver ad-hoc financial analysis and reports for principal investigators and senior management.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Reconciles liability and revenue account entries to identify and monitor payment, non-payment, shortages and write-offs; analyzes and reconciles expenditures posted to sponsored project cost centers to identify errors or discrepancies; monitors and reconcile facilities and administrative (F&amp;A) charges and fringe benefit posted to sponsored project cost centers.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Prepare effort reports for all personnel supported by grants; distribute reports to PIs and monitor timely and complete return of all signed reports.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Oversee faculty summer salary processes, including communication with PIs about summer staffing, calculation of summer compensation, communication with college business officials about compensation, and solve any problems that arise in these processes.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Responsible for the setup and review of accounts within the finance system to ensure financial terms are recorded with appropriate key attributes; prepares journal entries to inactivate sponsored project cost center at award close-out and cost transfers; prepares vouchers for refunds.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description
0%	