



Example of Grant Accountant Job Description

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Our growing company is searching for experienced candidates for the position of grant accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for grant accountant

- Revise, as needed, Q4 financial report templates for partners (if changes were made during Q3 reporting) and set up Q4 actual line items for headquarters report
- Assist the Project team to make changes to budgets
- Prepare grant compliance checklists for use by Project teams for each of 5 grants for 2017
- Is the point of contact for all purchasing for the Department of Physics & Astronomy. This includes all educational activities, teaching activities and research activities for 21 faculty research groups
- Individual will research appropriate vendors, provide consultation on shipping and delivery of large research equipment, and establish good working relationship with vendors we use on a weekly basis
- Works with purchasing to identify new vendors and negotiate better purchasing rates for physics related purchases
- Instructs and trains staff, faculty, graduate students and undergraduate students on proper purchasing documentation rules and requirements. Follows up on any exceptions and how to resolve issues
- Prepares all blue rec purchase orders with input from faculty, staff, or graduate students. Coordinates delivery of requested items, performs analytical reviews on items to purchase for compliance with federal rules, including export controls
- Is the liaison between purchasing and the vendor and the researcher to make sure that appropriate terms are negotiated, vendor receives purchase order,

resolution. Escalates to Assistant Chair any items that could result in a delay to research timelines

- Is the point of contact for p-card purchasing for over 150 + individuals who do not have a P-Card. Reviews request for appropriateness and allowability on accounts, ensures that accounting information is correct, follows up with requestor for any missing information, places order and follows up with vendor if any item is damaged or needs returning

Qualifications for grant accountant

- Three years' work experience in Finance, Accounting or related field
- Ability to establish and maintain effective professional relationships including HPRF leadership, staff and investigators and representatives of funding agencies
- Minimum of 2 years work experience in a research environment
- Demonstrated experience in developing positive work relationship with a variety of staff
- Knowledge of Federal regulations related to research grants
- 2+ years of non-profit experience in grant accounting/finance