

Sul Ross State University Position Description

Official Title: Sponsored Projects Accountant II

Salary Group: 2 Unclassified

Job Code: 3435

Summary

Function: Performs a range of accounting functions related to research and other projects funded by federal, state and private sponsors. Performs upper level accounting functions unrelated to sponsored projects to assist other accountants, university management and outside parties with the appropriate accounting for transactions and financial reporting.

Scope: Works with project directors, other university departments, sponsoring organizations, and university management to apply sound accounting principles while performing a variety of complex transactions.

Duties

Essential: Performs same duties as Sponsored Projects Accountant I; negotiates federal indirect cost rate; prepares schedules and notes for the annual financial report; issues year-end tax forms to students; prepares and submits reports to federal/state oversight agencies; writes reports for accounting and other departments; advises other accountants on proper accounting treatment for complex transactions; assists other accountants and departments with researching transactions and errors in the accounting system; performs other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Dir. of Accounting Services; general supervision by Accounting Senior Manager

Given: Sponsored Projects Accountant I

Education

Required: Bachelor's degree in Accounting

Preferred: Master's degree in Accounting and/or Certified Public Accountant

Experience

Required: Experience in government or commercial accounting or equivalent training

Preferred: Some or all experience gained in a university grant or accounting office

Equipment/Skills

Required: Strong computer skills; superior spreadsheet skills; intermediate database skills; other standard office machines

Preferred: strong knowledge of MS Access and Oracle databases; advance computer skills

Working Conditions

Usual: Office conditions; standard hours. Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 2015