



Job Title: Grant and Contract Accountant

Position Summary: Cheyney University of Pennsylvania invites applicants for a Grant and Contract Accountant. This position is responsible for all post-award accounting for contracts and grants received by Cheyney University. The position collaborates with the Office of Institutional Advancement and Faculty/Staff during the pre-award phase working to ensure that proposal budgets accurately reflect direct and indirect expenses. Specific responsibilities include review of budgets for the grant or contract in the pre-award stage, establishment of the accounting structure in the finance system, maintenance of appropriate documentation as required under audit guidelines, billing and invoicing on the contract or grant, preparation of required financial reports to external constituencies, liaison on audits of the funds, ad hoc internal reporting as needed and preparation of the indirect cost rate proposal for federal grants and projects. The position collaborates with the Office of Institutional Advancement and faculty/staff during the pre and post-award phases of grants to ensure that all expenditures on externally generated funds are successfully implemented in accordance and compliance with contract or grant requirements and federal regulations.

Responsibilities:

- Manages all accounting activity on externally funded grants and contracts. This includes monitoring of budgets, billing for costs and other payments as deemed under the contract and auditing all expenses charged to the funds.
- Reviews budgets to insure accuracy of costs, both direct and indirect, as proposals are developed.
- Prepares invoices to the sponsor as prescribed and insures revenue is properly recorded.
- Responsible for the accounting of all Grant and Restricted Funds that the University receives, ensuring that:
 1. Procedures for all Grants and Restricted funds are followed.
 2. Procedures for all Grants and Restricted funds are on file and are current.
 3. All funds received are deposited in a timely manner.
 4. Agency Invoices are paid and journal entries made in a timely manner.
 5. Monitors budget to ensure compliance with agreement.
- Reviews and approves Agency Purchase Request forms and releases requisitions ensuring that grant expenditures comply with the grant/contract
- Maintains knowledge of federal circulars governing federally sponsored projects.
- Prepares schedule of annual federal assistance for the A-133 audit compliance.
- Prepares PASSHE required report of all grant and contract expenditure activity annually.
- Closes out sponsored projects as appropriate.
- Acts as liaison on audits of externally funded contracts and grants.
- Meets with grant directors to discuss and review policies and procedures related to personnel, procurement and travel issues and any other financial related issues.
- Provides a restricted schedule which accounts for the monthly balances in the restricted accounts.
- Creates, maintains, and deletes Funds, Funds Centers, Cost Centers and WBS Elements in SAP.



- Prepares year end accounting entries for annual audit. This also includes preparing a year end restricted schedule which provides a complete accounting for each grant which ties to information in SAP.
- Monitors federal aid funds balances – recording revenue and booking receivables.
- Monitors restricted scholarship account balances and prepares monthly restricted scholarship account schedule. Provides scholarship reconciliations as needed.
- Prepares/monitors cash flow on a weekly basis and forecast future cash flows.
- Transfers funds as needed in the various bank accounts.
- Assigns and removes employee rights and roles in SAP & Business Intelligence (BI)
- Performs other duties as assigned.

Requirements: Bachelor's degree in Business Administration, Accounting, Finance or related major and prior supervisory and fiscal experience. Prior grant and SAP experience a plus.

KNOWLEDGE, SKILLS & ABILITIES:

Excellent communication, verbal and written

Develop solutions to problems.

Organize and plan effectively.

Master attention to detail in analyzing and evaluating information

Complete multiple tasks.

Interact with diverse publics in a friendly and welcoming manner.

Work effectively in a team environment.

Computer Skills (Microsoft Word Suite and work-related software)

Make recommendations to the area that serve to enhance, correct, or streamline program operational activities.

Instructions for Applying:

Please send a copy of your cover letter and resume to Hr@Cheyney.Edu.

All offers of employment are subject and contingent upon satisfactory completion of all pre-employment criminal background checks.