

**Job Title: Grant and Contract Accountant**

**Bargaining Unit: Non-Represented/Non-Union**

**Position:** This position is responsible for all pre and post-award accounting for contracts and grants received by Cheyney University.

**Job duties include:**

- Ensure that grant expenditures comply with the grant/contract
- Review of budgets for the grant or contract in the pre-award stage
- Maintenance of the accounting structure within the finance system
- Maintenance of appropriate documentation as required under audit guidelines
- Grant and contract invoicing
- Preparation of required financial reports to external constituencies
- Act as liaison on audits of funds
- Create ad-hoc internal reporting as needed and preparation of the indirect cost rate proposal for federal grants and projects
- Manage all accounting activity on externally funded grants and contracts including monitoring budgets
- Meet with grant directors to discuss and review policies and procedures related to personnel, procurement and travel issues and any other financial related issues
- Prepare year end accounting entries for annual audit
- Prepare/monitor cash flow on a weekly basis and forecast future cash flows.

**Education, Training, and/or Experience:** 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. Proficient in SAP a plus)

***Instructions for Applying:***

*Please send a copy of your cover letter and resume to [Hr@Cheyney.Edu](mailto:Hr@Cheyney.Edu).*

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