



FOR HR USE	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	TBD
Grade	12

D R A K E U N I V E R S I T Y
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: SPONSORED PROGRAMS & GRANTS MANAGEMENT TITLE: GRANTS ACCOUNTANT
80% APPOINTMENT

REPORTS TO: SPVR TITLE: DIRECTOR, SPONSORED
PROG/GRANTS MANAGEMENT

TO APPLY: Submit cover letter, resume, and three references to:
Jayne Smith
Grants Management, Old Main
Drake University
2507 University Avenue
Des Moines, IA 50311
E-mail: jayne.smith@drake.edu

ESSENTIAL JOB FUNCTIONS

- Assist with all post-award financial administration of grants and contracts. Maintains a working knowledge of ever-changing government cost principals and administrative regulations for grants, assuring compliance and accountability with federal, state, and private grant regulations and policies of Drake University. 20%
- Assists with preparation and review of pre-award budget proposals 15%
- Consults with and trains Principal Investigators and their staff on post-award issues such as applicable regulations, financial software, equipment purchases, subcontract administration, extensions, re-budgeting, F&A, and cost share requirements 15%
- Establishes Banner general ledger numbers and budgets. Reviews and approves grant payable invoices for accuracy, allowability, and compliance with DU policies and applicable grant regulations. Ensures grant funds availability. Responsible for tracking and recording in-kind and match. Analyzes and reconciles grant funds to the general ledger, creating necessary journal entries. 15%
- Prepares financial reports and submits to management and governmental (sponsoring) agencies as required, including external invoicing, cash draws, A-133 Audit Schedules, 269 Quarterly Reports, and 272 Reports. 15%
- Monitors and maintains all effort certifications which determine the value of labor, essential in federal grant administration. Responsible for maintaining all grant inventory and fixed asset records using federal regulations. 10%
- Assists with calculating Facilities & Administration cost rate and Benefits Rate for submission to the federal government. 5%
- Assists with monitoring of all subgrant contracts, performing financial audits of subgrantees when necessary. 5%

Perform other duties as assigned.

Comments:

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION:	Degree in Accounting or equivalent grants accounting experience.
EXPERIENCE:	Considerable: 3-7 years.
OTHER ESSENTIAL TRAINING AND SKILLS:	Computer Experience (Macintosh and / or PC), Spreadsheet / Database Applications (i.e. Microsoft Excel Access, FileMaker), Word Processing Applications (i.e. Microsoft Word, Word Perfect)
SCOPE OF MANAGEMENT:	Number of Direct Reports: none.

SCOPE

COMPLEXITY:	Work is substantially complex and varied and requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.
CONSEQUENCE OF ERROR:	Errors are difficult to discover, normally involve decisions not subject to detailed review, such as recommending unsuitable equipment resulting in excessive costs or inadequate production.
DECISION MAKING:	Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.
IMPACT:	Moderate Impact - Causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.

WORKING CONDITIONS & PHYSICAL EFFORT

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.				X	
2. Lift objects weighing 21 to 50 pounds.		X			
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.				X	
6. Carry objects weighing 21 to 50 pounds.		X			
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.	X				
10. Standing for more than two hours at a time.	X				
11. Twisting or turning head or back.					X
12. Stooping, bending, kneeling, or crawling.				X	
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision - the ability to identify and distinguish colors.	X				
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.	X				
19. Proofreading and checking documents for accuracy.				X	
20. Using a keyboard to enter and transform words or data.					X
21. Using a video display terminal.	X				
22. Working in a normal office environment with few physical discomforts.					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.	X				
26. Operating automobile or van.	X				
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.	X				

