**UNIVERSITY OF HARTFORD**

## Position Title: Grants and Restricted Funds Accountant

<table>
<thead>
<tr>
<th>Emp Class: A1</th>
<th>Grade: G</th>
<th>Job Code: A2957</th>
<th>Date Posted: June 2014</th>
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</thead>
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*Regular full-time exempt position, minimum 40 hours per week*

### POSITION SUMMARY

Assumes Responsibility for preparation and filing of all institutional financial reporting for grants and restricted funds. Works with department staff, and other internal constituents to ensure grant and restricted fund reporting is overseen and completed in an accurate and timely manner.

### KEY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>Description</th>
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<tbody>
<tr>
<td>50%</td>
<td>Assumes responsibility for financial reporting of public and privately funded grants and contracts. Prepares various internal and external financial reports, prepares various reconciliations, monitors receivable balances, prepares cash requests and billing, reviews and monitors expenses and oversees associated budgets. Reconciles various University general ledger accounts. Prepares journal vouchers in relation to grants. *</td>
</tr>
<tr>
<td>20%</td>
<td>Monitors and reviews restricted funds to ensure compliance with donor and other restrictions. Performs various internal and external financial reviews and reporting. Prepares various reports and reconciliations, reviews and monitors fund revenue and expense activity, budgets and fund balances. Maintains the general ledger and prepares journal entries for restricted funds. *</td>
</tr>
<tr>
<td>10%</td>
<td>Assists in the development of Accounting related policies and procedures and is responsible for communicating changes to the University community through regular and on-going training, as well as through electronic communication.</td>
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<tr>
<td>10%</td>
<td>Provides technical assistance to the University community regarding Banner Finance and other finance related programs and procedures. Assists in the oversight of Banner Security for the Finance module, including set-up, maintenance of employee access, as well as ongoing training of the modules capabilities.*</td>
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<tr>
<td>10%</td>
<td>Assists both internal and external constituencies. Assists in annual audits and the year-end closing process.</td>
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<td>Performs other related duties as assigned.</td>
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*Indicates an "essential" job function.
### Job Description

#### Position Title: Grants and Restricted Funds Accountant

#### WORKING CONDITIONS

Normal office situation.

#### PHYSICAL EFFORT

Typically sitting at a desk or table.

### KEY JOB REQUIREMENTS

<table>
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<tr>
<th>Formal Education:</th>
<th>Bachelor's Degree required.</th>
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<tr>
<td>Work Experience:</td>
<td>2 years to 3 years.</td>
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**Impact of Actions:**

Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

**Complexity:**

Varied: Supervisor is available on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.

**Decision Making:**

Requires regular contact to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.

**Internal Communication:**

Requires regular external contact to discuss issues of moderate importance and respond to inquiries. Occasionally requires contact with the public involving the enforcement of regulations, policies and procedures.

**External Communication:**

Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve complaints, make adjustments or correct mistakes about a selected service, product or capability.

**Customer Relations:**

Has responsibility or authority which is limited to the direction of temporary workers or student workers.

**Managerial Skills:**

Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.

**Knowledge & Skills:**

Frequently applies knowledge to practical issues and problems.

**Special Skills:**

* The ability to work effectively with diverse groups.

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This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Date Created: September 2012