

**The Nevada System of Higher Education
Position Announcement
For
Grant Accountant**

NSHE invites applications for the position of **Grant Accountant**. This is a renewable, full-time, non-tenured, administrative position and reports to SSPO/EPSCoR. The position will be located in Las Vegas, NV. The Nevada System of Higher Education (NSHE) is comprised of eight institutions: Two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada serves over 100,000 students statewide.

The Mission of the NSHE SSPO/EPSCoR Office is to promote collaboration and multidisciplinary learning among NSHE institutions, and to enable alignment of our efforts with the needs of the state to increase research competitiveness. Our goal is to create new opportunities in the State of Nevada for workforce development and promote the development of Science, Technology, Engineering and Mathematics (STEM) disciplines for the state.

The Experimental Program to Stimulate Competitive Research,(EPSCoR) was created to fund national areas that have historically receive less financial support through research and development (R&D) funding. The goal of EPSCoR is to create strategic partnerships between federal and state agencies, higher education institutions, and private industries to create long-term improvements in scientific research, infrastructures, R&D capacity and national competitiveness.

The Grant Accountant will be responsible for the post-award processing of sponsored programs, which will include oversight of the following core functions: all aspects of the Advantage Financial System, processing budget modifications, expense and revenue transfers, revenue and expense budgets, appropriations and extensions, in addition to effort reporting, data entry, sub-award processing and account close-outs. This position will be required to calculate Facilities and Administrative costs associated with federal and/or for/non-profit awards. The incumbent will be required to invoice agencies for expenditures and prepare drawdowns with the sponsor. The incumbent is required to conduct sub-monitoring of financial records, provide assistance as needed to research/project administrators internally and to NSHE institutions externally as directed by each sub-award.

SALARY: Minimum starting salary of \$47,000

APPROXIMATE STARTING DATE: September 1, 2016

MINIMUM QUALIFICATIONS: The successful candidate must have earned an Associate's degree from an accredited institution. A minimum of three years progressive experience directly applicable to the position is required. Preference will be given to candidates who have experience in accounting or post-award from non-profit or university.

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants address each of the following items in their letter of application:

KNOWLEDGE

- Uniform Guidance (OMB circulars)
- Code of Federal Regulations (CFR)
- FFATA regulations
- NSHE rules and regulations
- Cost accounting principles

- Grant/contract requirements

SKILLS

- Attention to detail
- Extremely organized
- Time management
- Proficient in Word, Excel and Access
- Knowledge of accounting the programs CAIS and Advantage, or other

ABILITIES

- Problem solving
- Financial knowledge within all systems
- Excellent oral and written communication
- Multi tasked
- Work with a diverse group of people
- Be a team player

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within post-award functions:

Operations

- Understand the internal procedures and guidelines to ensure compliance with NSHE policy and Federal and State regulations
- Monitor all accounts within SSPO
- Effort reporting administration
- Attend national conferences and represent NSHE SSPO/EPSCoR at these functions

Post-Award

- Work with all campuses on grants/contracts management and compliance
- Maintain detailed files for all awards and sub-awards
- Set up all accounts per NACUBO function/activity
- Knowledgeable about System accounting requirements
- Thorough knowledge of Chart of Accounts and allowable, allocable and reasonable costs per award
- Verify account expenditures if questionable
- Facilitate the submission of all financial reports, monthly, quarterly and final
- Stay updated on Uniform Guidance and Code of Federal Requirements
- Administer financial close-out for all awards
- Complete draw-downs of all awards
- Work within the electronic financial systems as required per agency
- Ensure compliance with applicable laws and regulations related to sponsored awards
- Assign fund numbers for all new sponsored programs awards
- Prepare and submit invoices to all agencies in accordance with the award invoicing terms
- Prepare letter of credit draw-downs (cash reimbursable) throughout the life of the award
- Manage internal accounts receivable system to assure data integrity
- Apply check payments and wire transfer of funds accurately to outstanding accounts receivable
- Resolve unidentified payments from the sponsor in a timely manner
- Research and resolve any credit balances in accounts receivable
- Calculate and verify all overhead charges (F & A) to the awards
- Administrate the effort reporting process throughout the life of the award
- Coordinate the financial close out of the award
- Prepare final financial reports to the agency
- Perform post-audit reviews on award transactions
- Process, accept and/or execute budget modifications to grant accounts

- Other duties as applicable

TO APPLY: The application process will be handled through the Consensus Search on-line search process. Application materials must include a current resume, detailed cover letter and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. Upon receipt of your application materials, a supplemental questionnaire will be emailed to you. Please complete the questionnaire and attach it to your application materials under "Other Documentation." The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <http://system.nevada.edu/Careers/index.htm>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: The position will remain open until filled; however, preference will be given to those who apply by August 5, 2016.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.