



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Accountant - Grant Accounting
Status: Full-time, 35 hours/week
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Controller

PRIMARY PURPOSE:

Under general supervision, responsible for the day-to-day fiscal administration of the College's grants and contracts. This includes the performance of grant and contract accounting, auditing and other general accounting, and fiscal duties as required.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Responsible for the preparation of grant and contract accounting and fiscal reports.
- Participate in the reconciliation of the State and College accounting systems.
- Responsible for monitoring certain appropriation and subsidiary ledgers to ensure proper classification of accounts for posting therein.
- Responsible for the timely billing for, and collection of grant and contract accounts receivable.
- Review approved vouchers for accuracy and propriety.
- Assist with financial functions such as budget accounting, budget preparation, operation of payroll functions, or similar fiscal procedures within the Accounting Office where required.
- Responsible for the monthly review of expenditures against grants and contracts and the preparation of adjustment vouchers where necessary.

Occasional Job Functions:

Perform other related duties as assigned by the Assistant Controller.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree with a major in Accounting.

Experience:

- Prior supervisory experience.
- Knowledge of fund accounting concepts.
- Experience in college or university and/or grant and contract accounting highly desirable.

Skills, Knowledge, and Abilities:

- Demonstrated skills in administration, organization.
- Ability to develop and implement improvements to accounting systems and possess ability to multi-task.
- Ability to analyze and prepare financial statements.
- Proficiency with Microsoft Excel and Word programs.
- A working knowledge of the principles of public or private accounting or administrative systems.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.