



## CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

### GRANT ACCOUNTANT

#### **General Position Summary**

Performs complex accounting work, including grant accounting. Work involves examining accounting records for adequacy, accuracy, eligibility, and compliance with state grant regulations as well as processing purchase requisitions, purchase orders, and payments. Will assist with the preparation of the Annual Financial Report (AFR). Works under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Chief Operating Officer.

**Salary Range:** (B19) \$42,244 - \$68,960/year

**Closing Date:** November 14, 2017 5:00pm.

#### **GENERAL QUALIFICATION REQUIREMENTS:**

##### **Experience and Education**

Three years' experience in government accounting and financial operations, including grant reimbursements and reconciliations, preferably with a State of Texas agency. Graduation from an accredited four-year college or university with major course work in accounting or a related field is preferred. Education and work experience may be substituted for one another.

Experience with Uniform Grant Management Standards (UGMS) and Centralized Accounting and Payroll/Personnel System (CAPPS) is required.

##### **Knowledge and Abilities**

Knowledge of accounting methods, budget control methods, policies, and procedures; accepted auditing standards/procedures; general compliance monitoring procedures; and grant accounting practices. Strong organizational skills including ability to prioritize, plan and coordinate work. Ability and aptitude for high attention to detail and accuracy. Ability to handle multiple projects and meet demanding deadlines. Ability to understand and apply governmental rules, regulations and policies to execute fiscal oversight of grant recipients. Ability to maintain effective relationships with internal and external partners. Ability to communicate effectively (oral and written) to provide technical assistance, obtain information, resolve discrepancies and carry out fiscal procedures. Knowledge of UGMS and CAPPS. USAS knowledge preferred. Familiarity with the preparation of an agency AFR. Ability to use a personal computer to research, track and enter accounting information. Must be highly proficient in the use of MS Excel and have MS Word experience, filing, calculator, etc.

#### **EXAMPLES OF WORK PERFORMED**

Performs advanced grant accounting by reviewing eligibility of expenses such as grant recipient general ledger transaction details and 3<sup>rd</sup> party documentation including payroll details (time sheets and pay reports) and vendor invoices.

Apply fiscal requirements uniformly to grants.

Provide technical assistance and consultative services to grant recipients in writing and orally.

Monitor grant fiscal status.

Approve purchase requisitions, purchase orders, and payment vouchers in CAPPS.

Release vouchers in USAS.

May prepare and enter Annual Financial Report (AFR) documents into USAS and AFR web applications.

Review, collect, organize, and present fiscal data in a logical and readable format.

Make presentations to groups.

Routine office duties including filing and document imaging is required.

Performs related work as assigned.

**Military Occupational Codes:**

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: [http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf). Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

**Application Instructions**

If you meet the qualifications, complete and submit a State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. State of Texas application may be obtained from <http://cprit.texas.gov/about-cprit/cprit-employment-opportunities>. Applications may also be submitted via the WorkInTexas.com site.

All resumes must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion.

Faxed and emailed applications will not be accepted.

Non-smoking office and building located in Capitol Complex of Austin, Texas.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

Additional information regarding the Institute's history and operations can be found on the agency's web site at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).