



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

Grant Accountant (Accountant IV)

General Position Summary

Performs complex grant accounting work. Work involves examining accounting records for adequacy, accuracy, eligibility, and compliance with grant regulations. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

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

Closing Date: July 17, 2020, 5:00pm.

GENERAL QUALIFICATION REQUIREMENTS:

Experience and Education

Three years' experience in accounting operations with a State of Texas agency.

Experience with Centralized Accounting and Payroll/Personnel System (CAPPS).

Experience reviewing and processing grant expense transactions.

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.

Knowledge and Abilities

Knowledge of accounting methods, 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 the Uniform Grant Management Standards (UGMS) is preferred. Ability to use a personal computer to research, track and enter accounting information.

Must be proficient in the use of MS Excel and have MS Word experience.

EXAMPLES OF WORK PERFORMED

Performs advanced grant accounting by reviewing eligibility of expenses such as grant recipient general ledger transaction details and 3rd 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.

Prepare and process grant payments.

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. 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 online via the WorkInTexas.com portal. 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 <https://cprit.texas.gov/>.