

## Position Description - Classified

### Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

### Position Status:

Working Title		Position Number
Sponsored Projects Accountant		E99554
Classification Title		Classification #
Accountant 1		C1202
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt
Work Location		Department / Division
Monmouth, OR		Sponsored Projects Office
Reports to		Reports to Position Number
Ashley Schaumburg		E
Incumbent		University ID #

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position is located in the Sponsored Projects Office (SPO). The SPO serves as a liaison with sponsors and provides oversight and compliance review of sponsored project proposals and awards campus-wide.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This position manages the post-award financial processes for select grants secured by various WOU Centers and Institutes and provides accounting support to SPO operations.</p>

### Position Information and Qualifications:

<p>A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised</p>	
Percent of Time	Duties

40%	Monitor and report on the fiscal status of assigned awards by preparing monthly financial statements, and other needed financial reports; reviewing with Project Directors to ensure they understand their grant project status. Assist and advise Project Directors in the timely and accurate accounting of grants contracts.
30%	Review salary records for project staff. Prepare and process pay adjusts, making adjustments to salary and FTE. Process quarterly Effort Certifications.
15%	Prepare accounts receivable invoices sent to funders and vendors, tracking payment history to ensure funds have been received and applied correctly.
10%	Prepare and process vendor invoices, travel reimbursement requests, PCard charges and distributions, personal services contracts, and journal vouchers including distribution of indirect cost recovery; this entails checking grant budgets and allowable expenses, administering judgment and autonomous decision-making to comply with grant and university parameters.
5%	Maintain all applicable project records and files; maintain records in accordance with internal controls, demonstrating compliance with sponsor regulations concerning equipment, project expenditures and other fiscal concerns.
5%	Other duties as assigned.

**Working Conditions:**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

N/A

**Guidelines:**

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Accounting Principles  
OMV policies and procedures  
State policies and procedures  
WOU policies and procedures including: Human Resource, Payroll, Personal Services Contracts  
Banner FIS/SIS for system utilization and instructions  
Code of Federal Regulations (CFR)  
The employee is expected to develop and maintain a policy and procedure manual for this position

How are these guidelines used to perform the job?

Working on Federal, State and local grants all of these policies are used to make sure we are in compliance.

**Work Contacts:**

Who contacted	How (email / )	Purpose	How often?
Departmental Employees	Phone/Person/email	Information/Problem Solving	Daily
Project Directors	Phone/Person/email	Information/Problem Solving	Daily
Vendors	Phone/ email	Information/Problem Solving	As Necessary
Auditors	Phone/Person/email	Information/Problem Solving	As Necessary

**Job Related Decision Making:**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decision where possible.

Must be able to work with all levels of employees, be flexible in nature and have sound judgment with an open and collaborative style that encourages teamwork and cooperation beyond the immediate team to the broader organization.

### Review of work:

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?

This position is reviewed by the Associate Director of Award Management and Post Award Services in the annual performance evaluation. The SPO Post-Award Administrator and Business Manager review invoices created by the Sponsored Projects Accountant.

### Additional Job-Related Information:

Any other comments that would add to an understanding of this position

#### Special Requirements / Preferred Qualifications

Bachelor's degree with a CPA or PA certificate; OR  
Bachelor's degree with 30 quarter hours (20 semester) hours of college-level Accounting; OR  
30 quarter hours of Accounting courses and three years of Accounting experience\*

\*Accounting experience must include at least 3 of the following:

- preparing transactions to be recorded in records of original entry;
- preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries;
- summarizing data from a ledger to a trial balance;
- closing accounts at the end of an accounting period;
- applying PC spreadsheet, database, and word processing software;
- processing data using a computer.

Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:	
Delegated authority to monitor budget	\$10,000,000
Limited approval authority for purchase	\$5,000

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
NBAPBUD / NBAPOSN			
NBAJOBS			
PEAFAC			
Electronically Filed			

