

Job Level	Fund Accountant	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * The Fund Accountant reports to the Finance Manager and works closely within the OSP team structure to provide analysis and financial information to faculty for their sponsored activities. 	<ul style="list-style-type: none"> • Close supervision • Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Using established policies and procedures, the Fund Accountant will analyze financial transactions to determine when current, proposed or potential activities are inconsistent with applicable regulations. * This position will evaluate the levels and degrees of appropriate actions and activities related to fiscal operations and present advice and guidance to departmental, college and sponsored projects personnel. * The Fund Accountant will determine appropriateness and allowability of current and or proposed activities providing direction and insight on policies and regulations which may apply. * The position will also identify and determine alternative mechanisms that may be available as well as calculate and estimate effects of any proposed changes to achieve a stated purpose. * Audit financial reporting on all gift fund transactions. Determine account status and resolve issues with insufficient resources, report findings to account holders. 	<ul style="list-style-type: none"> • Recurring problems with defined solutions
Interaction/ Communication	<ul style="list-style-type: none"> * Communicate and apply professional interpretations of accounting policies, rules and regulations to ascertain a range of potential options and associated risks, and present resulting options to principal investigators in a clear manner to promote understanding and subsequent, appropriate and informed actions. 	<ul style="list-style-type: none"> • Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * Compiles and generates ad hoc reports, interprets and analyzes as needed for Sponsored Programs and the Office of the Vice President for Research * Prepares Quarterly Reports to the Federal Government for all Cash Draws requested. * Full cash administration of the 53-fund group and bi-monthly requests for funds via various processes (ASAP, DPM, G5 (Department of Education) FastLane – National Science Foundation, and Department of Justice) and result analysis. 	<ul style="list-style-type: none"> • Acquiring knowledge of University policies and systems • Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's Degree with emphasis in Accounting or Finance. 	<ul style="list-style-type: none"> • May require a Bachelor's degree