Job Summary

Apply principles of accounting (GAAP) to prepare and maintain records of financial transactions. Apply Uniform Administrative Guidance for federal awards. Analyze financial information and prepare appropriate financial reports (i.e. detailed accounting analysis/reconciliations, financial statements, presentations, etc.). Establish, interpret and analyze complex accounting records of financial statements. These may include general accounting, costing or budget data. Specialize in grants and fund accounting with familiarity with revenue cycle, accounts payable, payroll, etc. Examine, analyze and interpret grant accounting records for management. Serve as a consultant to professional staff on grants budgeting and fund management. Track and monitor grant initiatives to assure that funds are expended according to grant requirements. Provide written, required reports as may be defined by funding agencies, foundations or as required by institution.

Responsibilities

• Primary functions for Sponsored Projects Accounting will include, but will not be limited to, the following post award accounting processes: Generation of invoices or requests for payment. Accounts receivable management. Financial reporting. Cash management. Award close-out. Maintenance of the general ledger accounts for Grants. Maintenance of the grants information database. Review expenditures prior to payment. Providing information to the Director of Accounting, Director of Research and Grants Administration, Director of Administration and Operations, and President of the CAMC Institute as requested. Time and effort reporting. • Provide timely, accurate financial reporting as required for projects or administrative reporting as may be required. Establish clearly defined internal grant processes and procedures for post award management and operations for grants and provide orientation of processes/procedures to each new grant recipient. • Establish clearly defined internal grant processes and procedures for post award management and operations for grants and provide orientation of processes/procedures to each new grant recipient. • Must be knowledgeable of cost principles and appropriate federal regulations related to financial compliance of grants and contracts including audit requirements, A-133, and including Cost Principles A-122. • Ensure that all billable expenditures for each award have been invoiced to the agency and subsequently collected and that all expenditures reported to the agency are supported by sufficient documentation in the event the project is audited. These functions are required to be completed in a timely and accurate manner and in accordance with specific grant requirements or institutional policy. • Monitor all awards for over expenditures, disallowable expenditures, over-obligations, and open encumbrances on terminating awards. • Perform detailed post audit functions and analyze existing data to prepare close-out documents for federally required reports. • Be timely in all reporting requirements to agency and monthly, quarterly and annual reports to the Board and institutional officials. • Act as Institute and Finance liaison for sponsored project audits, including A-133 audits and will work with consultants as necessary. • Work closely with Research and Grants Administration toward educating grant recipients about grant processes and procedures. • Participate as needed in the development of the Indirect Cost Rate Studies. • Master project-specific need methodologies. • Develop, implement, and trace data for managerial reports in a timely manner. • Establish positive working relationships with funding agencies, private funding sources, and private businesses. • Create, monitor, and distribute reports for each grant and overall grant activities on a quarterly basis or as may be otherwise required by administration or specific funding agencies.

Knowledge, Skills & Abilities

Patient Group Knowledge (Only applies to positions with direct patient contact) The employee must possess/obtain (by the end of the orientation period) and demonstrate the knowledge and skills necessary to provide developmentally appropriate assessment, treatment or care as defined by the department’s identified patient ages. Specifically the employee must be able to demonstrate competency in: 1) ability to obtain and interpret information in terms of patient needs; 2) knowledge of growth and development; and 3) understanding of the range of treatment needed by the patients. Competency Statement Must demonstrate competency through an initial orientation and ongoing competency validation to independently perform tasks and additional duties as specified in the job description and the unit/department specific competency checklist. Common Duties and Responsibilities (Essential duties
common to all positions) 1. Maintain and document all applicable required education. 2. Demonstrate positive customer service and co-worker relations. 3. Comply with the company's attendance policy. 4. Participate in the continuous, quality improvement activities of the department and institution. 5. Perform work in a cost effective manner. 6. Perform work in accordance with all departmental pay practices and scheduling policies, including but not limited to, overtime, various shift work, and on-call situations. 7. Perform work in alignment with the overall mission and strategic plan of the organization. 8. Follow organizational and departmental policies and procedures, as applicable. 9. Perform related duties as assigned.

Education

• Bachelor’s Degree in Accounting

Credentials

• Drivers License (Required)

Work Schedule: Days (Hybrid Remote)

Status: Full Time Regular

Location: Memorial-WVU Building

Location of Job: US: WV:Charleston

Talent Acquisition Specialist: Tamara B. Young tammy.young@camc.org