

Edison State Community College invites qualified candidates to apply for the full-time position of Staff Accountant. The Staff Accountant works with the Business Office team and other departments at Edison State. This position is responsible for providing support for pre- and post-award grant sponsored activities. This position is also responsible for implementing and monitoring College-wide internal controls, specifically related to the Business Office. Reporting and compliance for internal and external requirements is a main function of this position. **Following a 6 month period of training, a hybrid schedule may be considered for this position.**

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

Grant Management

- Active management of all facets of grants accounting management. This includes reviewing budgets, invoicing of agencies, cash drawdown compliance, and reporting as needed to keep grant reporting and cash current.
- Ensures that principal investigators (PIs) on grants receive timely financial information regarding their grants and meets with them to review financial information. Assists PIs with questions related to the financial information for their grants.
- Coordinates monitoring of sub-recipients financial information to ensure that monitoring is complete, and all assessment and financial reporting is completed timely.
- Collaborates with Advancement Office, Human Resources, and Payroll in all aspects of grant administration. Leads efforts in preparation of facilities and administrative cost rate proposals if necessary (indirect cost rate calculation).
- Assists in providing documentation for both external college audits and any audits and reviews by grant sponsors. Completes questionnaires from funding agencies related to grants. Assists with developing corrective action plans and other post-audit requirements as needed.
- Analyzes, investigates, and reconciles accounting entries. Keeps accurate records. Completes and maintains required documentation.
- Maintains relationship with Director of Facilities to help manage the State of Ohio's OAKS system from an accounting and compliance standpoint.
- Works in conjunction with the Controller and Institutional Research department to aid in various state, local, and federal reporting requirements.
- Stays current with Generally Accepted Accounting Principles (GAAP), Uniform Guidance (2CFR200), and other grant regulations, impacting accounting and financial activities and reporting.
- Works with all relevant parties and PIs to adopt changes that are needed to ensure compliance with changes in statutes, guidance, or regulation for best practices.

- Maintain archives and records that adhere to sponsor retention schedules.
- Maintains and develops policy and procedures related to grant management, accounting, etc.

Reporting and Internal Control Management

- Maintain and monitor internal control processes for the business office and its related transactions within different departments on campus.
- Analyze current internal control processes and suggest changes when necessary.
- With guidance from the Controller, help determine dataset needs of the Business Office and related reports.
- Offer ways, using Informer 5 database (or other means), to create checks and balances regarding compliance, account reconciliation, etc.
- Assist Controller and Financial Aid in student federal award reconciliation, reporting, etc.

Other Responsibilities:

Supporting daily operations of the Business Office as needed including:

- Student Payment Processor
- Processing accounts payable checks
- Payroll processing and reporting

Required Knowledge, Skills, and Personal Qualifications:

- Knowledge of the administrative processes and procedures for the preparation and/ or review contract documents and templates, both internal and external to Edison State, including consistency of provisions and terms within the contract documents (i.e., statement of work, contract, attachments).
- Basic knowledge of cost accounting standards and specific requirements for federal awards.
- Ability to identify and address potential risk and/ or grant and contractual issues.
- Ability to identify/ analyze problems.
- Ability to research and interpret regulations and laws and disseminate information.
- Ability to guide investigators and other Edison State personnel through business decisions related to grants and contracts.
- This position requires strict attention to detail, outstanding organizational skills, excellent interpersonal communication and customer service skills, and the ability to manage competing priorities and hard deadlines effectively.
- Knowledge of Federal wide Standard Terms and Conditions for Research Grants.
- Ability to quickly understand and apply policies and procedures.

- Strong interpersonal skills as well as working knowledge of Microsoft Office, especially Excel and Word are required.
- General knowledge of the web and skills in other internet research.
- Ability to effectively communicate both verbally and in writing.
- Ability to work to design processes and evaluate the effectiveness of controls.
- Knowledge of federal and state payroll taxes.

Required Experience:

Must have at least three (3) years of progressively responsible accounting experience.

Required Educational Background:

Bachelor's degree in accounting or a closely related field.

Preferred Qualifications:

- Experience managing contracts, reporting, and compliance.
- Preference will be given to applicants with experience working at a public accounting firm.
- CPA licensure.
- Experience with live or after-the-fact payroll including knowledge of 941.

Supervises following staff:

None

Other:

Schedule of hours can be flexible upon hire but are set once schedule is determined. **Depending upon the qualifications of the candidate, a part-time position may be considered.**

This accounting position will work extensively with grants. Therefore, the internal title will be referred to as Grants, Compliance & Reporting Accountant.