



**TOUGALOO COLLEGE**  
**TOUGALOO, MISSISSIPPI 39174**

## **NOTICE OF JOB OPENING**

**TOUGALOO COLLEGE Seeks: SENIOR GRANTS ACCOUNTANT**

Position Summary: This senior position has primary responsibility for the performance of job accountabilities directly related to the fiscal administration of externally funded grants and contracts of the College.

### **Experience/Qualifications:**

- Bachelor's degree in accounting on related area is required. Minimum of 5 years experience in the performance of financial accounting/reporting functions.
- Demonstrated oral and written communication skills; proficiency in Microsoft software packages and the willingness and ability to become proficient in Tougaloo's integrated financial system
- Organizational skills to effectively plan and manage time, prioritize assignments, work independently, make sound judgments, be flexible, and adapt to a demanding and changing work environment.

### **Supervision Received And Exercised:**

Receive policy and operation directions from the Vice President for Finance and Administration

### **Essential Responsibilities - may include, but are not limited to, the following:**

- Evaluate all new project award notices
- Prepare account create form for new awards
- Establish new project budgets in Financial Edge integrated system
- Develop well-documented process on the approval of expenditures from externally funded grants and contracts to ensure available balance and compliance with program goals

- Follow well-documented process on the preparation of financial reports
- Determine form and/or format of financial report required by funding agency
- Prepare schedule of financial reports and due dates
- Prepare financial reports that are accurate for review by the Vice President for Finance and Administration
- Ensure that financial reporting to external organizations is completed on or before scheduled date
- Maintain documentation of financial reports submitted
- Implement system of follow-up on status of financial reports within two weeks of submission
- Respond promptly to requests for additional information from external agencies or internal constituents
- Provide written monthly report to the Vice President of Finance and Administration on the status of reports submitted
- Extend customer-oriented service to external agencies, project directors, principal investigators, and other internal and external constituents
- Serve as a “team player” in the Division of Finance and Administration to ensure that goals and objectives are met
- Represent the College at various institutional meetings and/or activities
- Monitor the posting of expenditures and receipts to project accounts
- Prepare and/or secure data as required during the annual audit
- Other duties as required and assigned by the Vice President for Finance and Administration

**Date of Position Opening:**        **October 6, 2008**

**Application Deadline:** **Until position is filled**

**Salary:** **Negotiable**

**Send fax to:**                                **Tougaloo College**  
**Attention: Director of Human Resources**  
**(601) 977-7866**

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS; MEDICAL CONDITION, DISABILITY; OR ANY OTHER LEGALLY PROTECTED STATUS.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY EMPLOYER**