



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Grant Accountant

Position Summary:

The Grant Accountant reports to the Accounting Manager in the Department of Grant Accounting. This 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.

Responsibilities:

- Evaluate all new project award notices
- Prepare and create form for new awards
- Provide customer-oriented service to all internal and external constituents
- Establish new project budgets in Jenzabar integrated system
- Display the highest ethical and professional behavior in working with internal and external constituents
- 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 Accounting Manager
- 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 Accounting Manager 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 Accounting Manager

Required Experience/Knowledge/Skills:

- Bachelor's degree in accounting or related area is required.
- Demonstrated oral and written communication skills
- Proficient in Microsoft Office Suite and ability to become proficient in the use of Jenzabar Integrated System
- Organizational skills to effectively plan and manage time, prioritize assignments, work independently, make sound judgements, be flexible, and adapt to a demanding and changing work environment.
- Ability to approve all grant expenditures ensuring that all grant funds are expended as required by federal regulations
- Maintain and track indirect cost generated by grants and contracts

Date of Position Opening:

February 19, 2025

Application Deadline:

Until position filled

Salary:

Commensurate with experience

Job Listings:

<https://www.tougaloo.edu/about-tougaloo-college/jobs>

****Email App/Resume/Cover Letter to:**

TougalooCareers@tougaloo.edu

Physical Address:

**Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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