

University of Rochester
Department of Electrical and Computer Engineering
Staff Accountant (Code 1336, Grade 51)

Job Posting:

FT 40 hours Grade 51 Electrical and Computer Engineering

Schedule: 8:00AM – 4:30 PM (M-F)

Responsibilities

Position Summary:

The staff accountant for the Department of Electrical and Computer Engineering (ECE) supports the financial operations of the department under limited direction of the Senior Accountant and Assistant Chair. Enforces and complies with university, third-party, state (NYS/CEIS) and federal (NIH, NSF, DOD) policies, guidelines, and regulations while monitoring all ECE accounts. The incumbent must possess a positive, helpful attitude in dealing with faculty, staff, students, and external constituents. He/she is expected to perform professional accounting work at an operating level requiring knowledge and application of general accounting theory, techniques and practices and knowledge of the University accounting system. He/she should be well-organized and an independent worker able to function in a department with a high volume of transactions. ECE has an active research program in addition to numerous departmental and endowment accounts numbering well over 100 accounts at any given time. Work closely with the Sr. Staff Accountant and Assistant Chair on gathering and interpreting data and presenting the information to the Department Chair.

Specific Responsibilities:

With general direction and with latitude to exercise independent judgment within established UR policies and federal regulations:

Fiscal Responsibilities: Ensures accuracy of the UR GEMS encumbrance system; enters and monitors encumbrances to ensure completeness and accuracy of data and compliance with University and sponsored program guidelines, policies, regulations. Reconcile monthly ledgers for all accounts; initiates and resolves discrepancies between the ledgers and GEMS (reallocations & transfers). Examines documents to ensure that transactions are properly supported in accordance with the respective funding sources. Oversee the financial aspects of sub-award agreements with other institutions. Work closely with CEIS in the financial oversight of ECE accounts held in CEIS. Recommends improvements, adaptation and changes in policy and procedures in the accounting process as needed. Serves as the primary fiduciary officer of the department in the absence of the Assistant Chair and Sr. Accountant.

Reporting: Provide Senior Accountant and faculty with monthly obligation reports and communicate problems or issues identified to solve them. Perform monthly cost sharing certifications required by ORACS. Review, prepare and submit grant financial closeout reports to the Office of Research Accounting and Costing Standards to comply with sponsor rules and regulations. Compile and analyze data with charts and graphs to present to Assistant Chair and Department Chair.

Misc: Prepare all expense reports for accuracy and ensure compliance, allowability and applicability of charges to ensure they are in accordance to University and sponsored program guidelines, policies, and regulations. Makes and allocates P-card purchases at the request of faculty, staff, and students with attention to value and service. Makes travel and lodging reservations as needed for department members and visitors. Arrange seminar series, department events, or various speakers – room, food, AV, etc. Perform other duties as assigned by Chair, Asst. Chair, Sr. Accountant.

QUALIFICATIONS:

Requires Bachelor's degree in accounting or 1-2 years experience as a staff accountant. Or an equivalent combination of education and experience. Strong Excel skills a must. CLASP certified and knowledge of OMB Circulars A-110 and A-21 strongly desired. Knowledge of COEUS, Cognos, URGems, HRMS, etc desired.