



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Grant Accountant I	<b>Job Family:</b>	Research
<b>Type:</b>	Non-Exempt	<b>Job Code:</b>	19035
<b>Department:</b>	Grants and Contracts Financial Services/Research Finance and operations	<b>Salary Grade:</b>	61
<b>Reports to:</b>	Assistant Director, Grants and Contracts Financial Services	<b>Created/Revised:</b>	7/14/2022
<b>Work Modality:</b>	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

To assist in the financial management of sponsored projects through the application of basic fiscal principles and administrative regulations governing grants and contracts. Responsible for the application of basic accounting knowledge to ensure compliance with financial reporting requirements and the acquisition of extramural funds.

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### Core Responsibilities

Typical:

1. Prepare and submit billings to sponsoring agencies.
2. Prepare expenditure reports in compliance with the sponsor's terms and conditions.
3. Manage Accounts Receivable collections.
4. Prepare federal cash requests.
5. Performs other duties as assigned.

Periodic:

1. Assist with special projects as directed.

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### Minimum Requirements

#### Education/Certifications

- Bachelor's degree from an accredited institution.

#### Preferred Education/Certifications

- Bachelor's degree from an accredited institution with a concentration in accounting or a related field.

**Preferred Experience**

- One year of experience in grant or related accounting to include financial reporting or post award administration of sponsored projects.
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**Knowledge Skills & Abilities**

- Excellent verbal and written communications skills
  - Personal computer, accounting software, Microsoft Office and standard office equipment.
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**Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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**Working Conditions****Working Environment:**

- Normal office conditions.
- Occasional evening and weekend hours.

**Physical Demands:**

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional