**Research Advancement Accountant**
*(Job Number: 58715BR)*

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<tr>
<th>Campus Location</th>
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<tr>
<td><strong>Department Name</strong></td>
<td>Mary Lou Fulton Teachers College</td>
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<td><strong>Full-Time/Part-Time</strong></td>
<td>Full-Time</td>
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<td><strong>Grant Funded Position</strong></td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td><strong>Close Date</strong></td>
<td>February 7, 2020</td>
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**Job Description**

This position will be dedicated to post-award management in the Mary Lou Fulton Teachers College. Position will perform fund management and accounting activities for college sponsored projects to ensure ongoing adherence with established policies, regulations, requirements and standards of the University and sponsoring source. We are looking for individuals who demonstrate excellent customer service skills and can work effectively in a fast-paced environment. This position will work directly with faculty.

**Essential Duties**

- Monitors account balance activity through report review to identify problems and/or questionable areas including, but not limited to: re-budget need, indirect cost reconciliations, no cost extensions and carry over account issues.
- Implements internal control measures to ensure compliance with applicable policies and procedures.
- Provides departments with information associated with termination of accounts to ensure all appropriate and authorized expenditures are applied prior to expiration of fund.
- Assists departments in closeout of sponsored project accounts as requested/needed to ensure accuracy and timeliness of efforts.
- Provides general guidance to faculty and staff regarding restrictions and/or allowance of expenditures against sponsored project accounts to ensure consistent compliance with fund requirements.
- Develops specialized reports for use by faculty and staff; provides training to faculty and staff in use of information to assist in management of projects.
- Monitors performance against budget and prepares analysis of variance reports for management of assigned areas/unit(s). Researches and provides assistance to management concerning management reports, disbursement of funds, cost sharing tracking and the resolution of budget concerns.
- Distributes expenses among accounts to ensure accurate accounting of the use of funds; performs account reconciliations.
- Prepares and submits journal entries to adjust/correct expenditures to conform to project funding changes; initiates budget adjustments to ensure proper recording of revenue and expenses. Provides technical advice and services to project accountants or other university staff with problems, complex issues or special projects. Monitors and reviews financial documents for trends; recommends corrective actions as appropriate.
- Conducts initial and ongoing training for faculty and staff to ensure understanding of requirements and standards associated with fund disbursement, management and reporting.
- Prepares financial and administrative reports; analyzes and interprets financial data for decision-making and planning; identifies areas of concern and recommends appropriate corrective measures.
- Remain current regarding all newly created, changed and/or updated policies, practices, methods, standards, regulations and requirements effecting sponsored project accounting to ensure ongoing compliance; communicates information to all effected staff to ensure understanding and awareness.
- Participates in a variety of inter and intra area meetings to represent work area's interests and perspective regarding issues.
- Performs all other job related duties as requested/assigned.

### Minimum Qualifications

| Bachelor's degree in Business Administration, Accounting or closely related fields AND two (2) years of prior restricted accounts or fund accounting experience; OR, Six (6) years of directly related administrative; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved. |

### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Frequently required to stand for varying lengths of time and walk moderate distances to perform work
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Clearly communicate to perform essential functions
- Use office equipment such as calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier

### Desired Qualifications

- Experience with post-award project management functions and practices, including but not limited to: purchase orders, budget tracking and forecasting, contractor/vendor relations, and ability to interface with centralized business office, payroll and account reconciliations.
- Demonstrated knowledge of policies, procedures, and requirements of applicable regulations governing management of grants and contracts.
- Demonstrated knowledge of ASU systems: Workday; Tableau; My Reports; SharePoint; Enterprise Research Administration (ERA); Concur Travel; Amazon Workspaces; Kenexa; PeopleSoft; ADOBE; Microsoft Office Suite; Slack
- Experience in performing detailed work in an open work space, including problem solving, critical thinking, time management, and a high-level of customer service.
- Evidence of collegial interpersonal skills with an ability to communicate effectively in person, writing, and by phone
- Experience in establishing and maintaining effective professional working relationships
- Experience working with USAID, or other global projects, in other countries.
- Evidence of ability to work semi-independently to achieve established objectives and outcomes with limited direct supervision

### Department Statement

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as
Mary Lou Fulton Teachers College prepares over 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and communities.

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
### Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

### Instructions to Apply

- **Application deadline is 3:00PM Arizona time on the date indicated.**

- Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

- Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

- ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

- Only electronic applications are accepted for this position.

[https://cfo.asu.edu/applicant](https://cfo.asu.edu/applicant)