



Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

JOB TITLE: Contracts and Grants Accountant

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Contracts and Grants Accountant**. The Contracts and Grants Accountant reports directly to the Assistant Commissioner for Finance and Administration, who reports directly to the Deputy Commissioner for Finance and Administration. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students.

IHL offices are located in Jackson, Mississippi.

Job Summary: Prepare billings and financial reports to external funding agencies. Communicate with outside agency officials, IHL System Office project directors and support staff and external auditors concerning invoices, budgets and allowability of expenditures as per federal, state and agency specific regulations. Assists in the fiscal oversight of contract and subcontracts issued by the IHL System Office.

Essential Duties and Responsibilities: A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities Include:

- Adhere to IHL Board Policies and Bylaws and the IHL System Office Employee Handbook.
- Collaborates with external agencies and internal administrative units to ensure compliance with Federal, state and private regulations governing grants and contracts.
- Advise project directors and departmental support staff in budgeting and other grant related matters.
- Prepare financial reports, invoices and federal draw down requests due external funding agencies.
- Prepare monthly balance reports for externally funded grants.
- Manage the internal process for IHL System Office generated contracts including ensuring compliance with contractual terms and updating a tracking log.
- Assist in oversight and monitoring of subcontracts issued by the IHL System Office as per OMB Circulars A-133 and A-110. Process includes maintaining and then monitoring a spreadsheet that tracks the subcontract award amount and payments made to date.
- Monitor all financial expenditures and budget changes to ensure adequate documentation and compliance with federal, state and agency regulations, policies and procedures.
- Maintain a shadow system to track pertinent information (CFDA numbers, billing frequency and format, restrictions and prior approval requirements) related to grants and contracts management.
- Prepare routine reconciliations and necessary accounting journal entries related to externally funded grant accounts.
- Evaluate and monitor the facilities and administrative rate applied to various grant awards, ensuring consistency and adherence with internal policies and externally negotiated rates.



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- Perform other duties and special projects as directed by the Assistant Commissioner for Finance and Administration.

Qualifications:

Bachelor's degree (B.S. in Accounting, finance, or equivalent) from a four year college or university, and five years' experience related to contracts and/or grants administration. Demonstrated knowledge of mandates governing grants by Federal, state and private agencies required.

Mental Requirements (Knowledge, Skills and Abilities):

- Experienced in use of Enterprise Resource Planning (ERP) Systems, preferably Banner Financials.
- Proficient in the use of Microsoft Excel and Word.
- Demonstrated ability to interpret, analyze and apply regulations applicable to externally funded grants.
- Excellent interpersonal, written and verbal communication skills.
- Excellent organizational, analytical, and time management skills.

Application Procedure:

To apply for this position, submit an official **IHL Application for Employment** along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current résumé; and names, addresses, e-mail addresses, and phone numbers of three (3) professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Applications may also be emailed to hr@mississippi.edu or faxed to 601.432.6129.

Women and minorities are urged to apply. For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

Review of applications will begin immediately and will continue until the position is filled.