

**Computer Science & Engineering
Research Accountant
Finance Professional 2
Position number 301012**

Department Overview

The Department of Computer Science & Engineering at the University of Minnesota has been on the cutting-edge for its education, research and outreach for decades. The legacy continues as the department continues to grow and expand its curriculum, research and outreach. You are invited to join our team as the CS&E Research Accountant.

Position Overview:

This is a civil service position governed by the Civil Service Rules at the University of Minnesota. Responsible for providing senior-level professional financial support. Requires in-depth knowledge and experience with sponsored and nonsponsored accounting. Assist in the development of accounting practices and procedures to increase capacity, efficiency, and competency to manage sponsored project and non-sponsored funding. Serve as liaison to Principal Investigators and provide accounting support to them on sponsored projects from pre-award through post-award and closeout. Identifies complex problems and proactively finds solutions. Works independently with minimal guidance. Acts as a resource for colleagues. This position reports to the Research Accountant/Supervisor.

Required Qualifications:

- BA/BS in accounting or related field and 2 years of relevant work experience OR a combination of education and experience to equal 6 years.
- Experience with financial planning or budget management.
- Demonstrated proficiency with Microsoft word and excel.

Preferred Qualifications:

- Prefer a certified approver. *If not a certified approver, must have equivalent experience and training and be able to pass both parts of the test within 12 months of the hire date.*
- Familiarity with University systems such as PeopleSoft, EFS, UMReports, ECRT and EGMS.
- Demonstrated ability to proactively identify and resolve complex problems.
- Demonstrated ability to organize and direct multiple projects and interrelated financial activities with major operational or funding impact.
- Demonstrated ability to anticipate business needs of the department, develop and analyze alternatives, and make recommendations to faculty and unit leaders regarding budgets and sponsored projects.
- Strong customer service skills.
- Demonstrated ability to meet deadlines in a fast-paced environment.
- Familiarity with University and sponsor accounting (Federal and non-Federal) regulations.
- Strong organizational skills with demonstrated ability to simultaneously work on

multiple projects with fixed deadlines and ability to re-prioritize tasks as needed to successfully meet all deadlines.

- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members and individuals
- Demonstrated ability to take direction and correction to improve skills and productivity.
- Demonstrated experience communicating clearly and effectively to faculty, staff, students, central business units, governmental organizations and private businesses, both verbally and in writing.

Please note that the University's financial systems require training and demonstrated proficiency before access will be granted to those systems.

Job Duties:

Accounting Support and Analysis (75%)

- Responsible for a portfolio of faculty members' sponsored and non-sponsored accounts. This includes accounting, reconciliations, auditing, and approving or denying expenditures based on existing administrative requirements.
- Regularly meet with faculty to review status of accounts and develop individualized financial plans, including providing financial management and oversight to faculty accounts.
- Work with SFR (Sponsored Financial Reporting) to prepare and analyze detailed reports provided to sponsors for accuracy.
- Work with SPA (Sponsored Projects Administration) to ensure sponsored requirements are met and ensure grants are closed out properly.
- Access data and create ad hoc reports for faculty to make programmatic decisions.
- Review and approve appointments for personnel on faculty funds.
- Keep-up-to-date on changing policies and procedures both internal and external.
- Provide guidance to Department preparers as needed to ensure compliance.

Effort Coordinator (10%)

- Setup and maintain accurate effort reports per investigator in order to monitor effort commitments, salary cap compliance and reportable cost-share.
- Coordinate effort certification process, including audit and oversight of effort statements in regards to commitments, salary cap issues and timely processing.
- Determining appropriate payroll percentages for labor charging and effort certification.
- Verify that paid and unpaid effort have been properly accounted for in the payroll system and ECRT.
- Work with faculty and payroll coordinator to resolve any discrepancies.

Proposal Preparation (2%)

- Serve as a backup department proposal coordinator.
- Develops sponsored project budgets for CS&E faculty and provide supporting information/documentation to other units, as requested.
- Assist with upload of budget portion of external funding applications and submission of UMN proposal routing form (PRF) for submission to SPA.

Process Improvements & Miscellaneous Analysis (3%)

- Provide data and recommendations to faculty and managers regarding account and/or fund balances, budgeting practices and accounting functions.
- Coordinate activities with project investigators, payroll and financial staff.

University-Wide, Collegiate & Department Citizenship (5%)

- Serve on committees as needed for the University, College and Department

Other Duties as Assigned (5%)

- Attends GMUN, FSUN and SPA Symposium and appropriate training opportunities.
- Work with unit administration on annual budget preparation and entry.
- Other duties as needed to manage the accounting function in the dept.