



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

Grant Accountant

General Position Summary

Performs highly complex grant accounting work focused on product development research grant awards in coordination with the product development research program staff. Work involves examining accounting records for adequacy, accuracy, eligibility, and compliance with grant regulations. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. This position reports to the Chief Financial Officer.

Hiring Salary Range: \$54,614 - \$69,300/year

Closing Date: July 30, 2024

GENERAL QUALIFICATION REQUIREMENTS:

Experience and Education

Minimum of five years of accounting experience at a Texas state agency. One (1) year of experience reviewing and processing grant expense transactions with a State of Texas agency is required.

Graduation from an accredited four-year college or university with major course work in accounting or a related field is preferred. Education and work experience may be substituted for one another.

Knowledge and Abilities

Knowledge of accounting methods, accepted auditing standards/procedures, general compliance monitoring procedures and grant accounting practices. Knowledge of Texas Grant Management Standards (TxGMS), which replaced the Uniform Grants Management Standards (UGMS).

Strong organizational skills including ability to prioritize, plan and coordinate work. Ability and aptitude for high attention to detail and accuracy. Ability to handle multiple projects and meet demanding deadlines. Ability to understand and apply governmental rules, regulations and policies to execute fiscal oversight of grant recipients. Ability to maintain effective relationships with internal and external partners. Ability to communicate effectively (oral and written) to provide technical assistance, obtain information, resolve discrepancies, and carry out fiscal procedures. Ability to use a personal computer to research, track and enter accounting information.

Must be highly proficient in the use of MS Excel and have MS Word experience.

EXAMPLES OF WORK PERFORMED

Responsible for overseeing and examining the accounting records for agency product development research grants.

Performs complex grant accounting by reviewing eligibility of expenses such as grant recipient general ledger transaction details and 3rd party documentation including payroll details (time sheets and pay reports) and vendor invoices.

Apply fiscal requirements uniformly to agency assigned grants.

Coordinate evaluation of annual financial reports with quarterly grant expense reports.

Provide technical assistance and consultative services to grant recipients in writing and orally.

Monitor grant fiscal status.

Review and process quarterly grant financial reports.

Review, collect, organize, and present fiscal data in a logical and readable format.

Performs related work as assigned.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinanc_e.pdf. Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

Application Instructions:

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. Overnight and/or hand delivery of the State of Texas application may be made to Cancer Prevention and Research Institute of Texas, Human Resources, 1701 N. Congress Avenue, Ste. 6-127, Austin, Texas, 78701.

You may obtain a State of Texas application from <https://cprit.texas.gov/about-us/employment-opportunities/>. CPRIT will accept a résumé only if accompanied by a fully completed state of Texas application. CPRIT may disqualify incomplete applications at the agency's discretion. CPRIT will not accept faxed or emailed applications.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas. CPRIT currently offers teleworking as an option to employees.

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The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.