

## MCLAUGHLIN RESEARCH INSTITUTE FOR BIOMEDICAL SCIENCES

### JOB DESCRIPTION

POSITION: Financial Accountant

SUPERVISOR: Chief Operations Officer

#### BASIC FUNCTION

With direction from the Chief Operations Officer and Director, the incumbent is responsible for execution of accounting functions per GAAP, FASB, federal accounting standards, and OMB circulars. Such functions include general ledger, chart of accounts, fund accounting, payroll, fixed assets, banking and investment tracking, cash management, month-end close, while maintaining accounting policies and procedures.

#### RESPONSIBILITIES

Incumbent is responsible for maintaining established adequate accounting practices and controls to ensure that **records and account reconciliations are maintained**; ensure adequate documentation for all expenditures, both direct and indirect. Incumbent is responsible for preparation of all monthly, quarterly, and/or annual expenditure reports, including Financial Status Reports, and ensure that all filing requirements are made in a timely manner to the appropriate authorities or as requested by the Director, Board of Directors or COO. ensure all granted funds are spent in conformance with sponsor policies. Assist in developing Indirect Cost Proposals to assure that the best interests of the research programs of the Institute are served.

Incumbent shall monitor the operation of the Institute's Property Management System and establish and maintain asset control. Approve purchase orders and invoices for payment; prepare and process payroll; prepare budget for Institute and assist with department budgeting with cost analysis; maintain budget control. Must ensure that the Institute's financial business is run in a competent and professional manner and that the payment system takes advantage of all bulk, early payment and similar discounts. Receives and ensures proper recording of expenditures and accounts receivable while following proper segregation and disposition of gifts, bequests, memorials, etc.

Incumbent is responsible for the post-award administration of all grant funds and must ensure that federal fund accounting is done in compliance with current federal accounting requirements including DHHS cost principles, current OMB circulars and Federal Accounting Regulations, etc. Internal controls and systems must be maintained. Incumbent must uphold current certification and institutional compliance with various policies such as Misconduct in Science and Drug-Free Workplace; monitor the Patent Policy system and ensure that the Institute remains in compliance with current DHHS policy regarding reporting of inventions, etc.

## EMPLOYMENT SPECIFICATIONS

Bachelor's degree in Accounting, Finance or Business Management. Incumbent must possess an experience in fund accounting, preferably in higher education or research environment. Must possess proficient computer accounting systems as well as spread sheet applications. **Must be able to communicate effectively, both orally and in writing and effectively organize and manage time.** Extensive experience in Microsoft Excel, Word, Outlook, and proficient with accounting software is required.

NOTE: The statements contained herein reflect general details as necessary to describe the principal functions of this positions, the level of knowledge, skills and abilities typically required, and scope of requirements. Individuals may perform other duties as assigned to facilitate the efficient operation of the Institute.

LAST REVIEWED: August, 2021