

Job Description			
Job Title:	Grant Accountant	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance Foundation	Reports to:	Research Finance Administrator
Location:	Chicago	Travel Required:	<10%
Level/Salary Range:	\$	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:	HR Director, Boston	Date posted:	October 15, 2019
Internal posting URL:	Click here to enter text.		

The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.

Purpose/Scope:

The Grant Accountant, under the direction of the Research Finance Administrator is responsible for all aspects of accounting and financial service functions for grant funded programs and provides support to Research Administration and Research Finance related to grant proposals, contracts administration, compliance reporting, and preparation of budgets and forecasting reports.

ROLE AND RESPONSIBILITIES

- Works with Research Finance Administrator to establish and build the grant specific accounting procedures, (from chart of accounts through final financial reporting) for initial multimillion dollar award which can be scaled to multiple grants.
- Assists with grant transfers to the Foundation and is responsible for subsequent grant accounting functions including:
 - Assure the accurate and timely recording of all grant financial transactions and accounting in accordance with Generally Accepted Accounting Principles and organizational policy.
 - Assist the Research Finance Administrator or designee with the day-to-day, monthly, quarterly, and year-end operations to ensure the books are closed in a timely manner in order to prepare for the annual Financial Audits.
 - Perform the processing and recording of accounts payable transactions and ensure that all invoices, site payments, and staff expense reimbursements are paid accurately and in accordance with the Foundation’s internal accounting policies and procedures and federal funding regulations.
 - Review general ledger to reconcile accounts receivables, outstanding claims and payments received.
 - Perform processing of cash receipts, monitor the outstanding check list, and ensure that all bank reconciliations are completed in accordance with the monthly and quarterly close schedule.

- Review expense coding to ensure contract compliance and tag all eligible costs including Accounts Payable, credit card and staff reimbursements, on a day-to-day basis.
- Perform the processing of monthly accruals, amortization of prepaid expenses, fixed assets depreciation and amortization, recording of adjusting and reclassification of journal entries, if necessary.
- Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer’s benefit costs, accruals and prepaid expenses.
- Ensure that appropriate finance procedures and internal controls are being followed at all times.
- Analyze each grant on a monthly basis to ensure accuracy of financial data and prepare financial projections
- Assist in the drawdown of federal funds and collection of other funds.
- Review and report monthly budget expenditures/variances to Research Administration.
- Prepare monthly, quarterly and annual cost reports for various governmental grants and contracts.
- Assist in reviewing cost allocation of Personnel Services and related expenses.
- Develop and present complex analysis, prepare budget proposals, budget modifications, forecast and financial analysis for use by grants administration.
- Assist the Research Finance Administrator with audit preparation and year end audits.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 3+ years of Grant Accounting experience working with federal funding.
- Bachelor’s degree in Accounting.
- Financial Edge experience preferred, however, not required.
- Familiarity with federal and state laws, granting agency guidelines, and other applicable finance/accounting rules and regulations.

Skills and Competencies

- Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable GAAP standards, rules, regulations and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations.
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic work environment.
- Demonstrate attention to details, good-record-keeping, and hands-on detail-oriented tasks.
- Proficient in Microsoft Office (Advanced in Excel is highly preferred).
- Strong interpersonal, written and verbal communication skills.
- Team player and can collaborate with other teams within the organization.
- Excellent analytical and problem-solving skills, with a “nothing is impossible” attitude.

Reviewed By:	Heather Choukri	Date:	October 15, 2019
Approved By:	Sheilah Hurley	Date:	October 15, 2019
Last Updated By:	Heather Choukri	Date/Time:	January 8, 2020