#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Research Accountant

**Job Number:** X-334 | VIP: 1141

**Band:** EXEMPT- 6

**Department:** Financial Services

**Supervisor Title:** Manager, Research Finance

**Last Reviewed:**  March 3, 2022

Job Purpose**:**

Under the general direction of the Manager, Research Finance, the Research Accountant works closely with researchers, funding agencies, and Office of Research staff to strategically administer a portfolio of research funding. Priorities include maximizing funding opportunities and ensuring compliance with the University’s and research sponsor’s financial administration policies and procedures and generally accepted accounting principles.

The Research Accountant prepares and is accountable for complex financial reports and provides administrative support for account holders who have research funding, interpreting both Trent and funding agencies’ policies and procedures. This position must have expert knowledge of grants eligibility and reporting requirements and apply professional judgement and analytical skills to ensure the accuracy of the information used for decision making and funding purposes. This position also works closely with and explains decision making processes to external auditors in audit of sponsored funding and expenditures.

Reviewing applications and providing substantive financial feedback on contract contents before applications are submitted to funding agencies, this position will be involved with pre-award activities. Overhead charges and revenues will be monitored by this position.

Key Activities:

* Collaborates with the Office of Research to review and provide recommendation to applications and pre-award financial budgets as well as provide financial feedback and advice on contract contents before applications are submitted and contracts signed. Determines and ensures proper valuation of in-kind contributions included in applications being submitted for funding approvals.
* Interprets Trent University and external agency's financial policies and procedures for restrictedly funded account holders by answering queries by phone, email or by providing information and advice to ensure that activity is in compliance with the provided guidelines.
* Prepares and is accountable for financial reporting as required for funding from external agencies to ensure compliance of grant expenditures with the funding agency's broad guidelines or budget parameters.
* Administers research fund accounts by establishing the account numbers and user accesses, monitoring revenue and expenditures investigating any unexpected deficit balances, as well as maintaining the research project database. This enables grant holders to have the necessary financial tools available to accomplish their research.
* Prepares monthly journal entries for research accounts where corrections are necessary to reflect an accurate balance in each account. Occasional loading of student awards to the accounts when required.
* Closing of research accounts ensuring accounts reflect a zero balance, confirms financial reporting has been completed, confirms all funding has been received, removes user access and freeze account. Initiate return of residual funds to funders if required.
* Responsible for the reconciliation of University receivable accounts for funding and research invoicing and ensuring the timely remittance of funds from various agencies.
* Responsible for reviewing, recording, and making recommendations to maximize research overhead and reconciling overhead accounts.
* Examine and approve applications for Tri-Agency automatic extensions.
* Provides support to Research Compliance Advisor, advising in complex compliance decisions.
* Review of journal entries prepared by other team members to ensure timely posting to the GL.
* Preparation of audit schedules and COFO report research templates for manager review.
* Performs special tasks assigned by the Manager, Research Finance.

Education Required:

* Honours University Degree (4 years) majoring in an accounting program.
* Professional accounting designation.

Experience/Qualifications Required:

* Minimum of 3 years of recent, relevant public accounting experience, including a minimum of 1 year experience auditing financial information in a public practice.
* Financial statement preparation in a highly computerized environment (university, NPO, fund or project accounting experience preferred).
* Knowledge of government funding grant eligibility and reporting requirements; Tri-agency or other research funding knowledge considered an asset
* Exceptional analytical skills and proven ability to provide sound professional judgement
* Working knowledge and experience on PC, particularly within a Windows and LAN environment. Excellent spreadsheet and good keyboarding skills. Knowledge and experience with computers and software such as MS Office (Word, Excel), Internet, E-mail. Experience with Colleague and Romeo programs would be considered an asset.
* Ability to interact and collaborate professionally and effectively with all/diverse constituencies of the University community, as well as with external contacts.
* Proven ability to work both independently and as part of a team in a complex and multi-faceted work environment.
* Strong organizational and professional communication skills.
* Strong knowledge of budgetary procedures and meticulous attention to detail.
* A clear understanding and demonstrated abilities for diplomacy and confidentiality.

Supervision:

* No formal supervision of others is required.