POSITION VACANCY ANNOUNCEMENT

POSITION: Finance/Grant Accountant – Accountant 2

REPORTS TO: Libraries Associate Director, Accounting

SALARY: Minimum annual salary at $49,500; Actual rate will reflect experience and credentials

REQUISITION #: 512794

DEADLINE DATE: January 28, 2020 - applications will be reviewed as received

JOB SUMMARY
The Finance/Grant Accountant reports directly to the Associate Director of Accounting and participates in managing the financial transactions and obligations of the George A. Smathers Libraries. Working with the Libraries’ Grants Manager, responsibilities include full-cycle management of the Libraries’ grants awards, totaling over 1 million dollars per annum, to meet the needs of the Libraries and the Universities sponsor. The position also provides senior level accounting services to the Libraries, including audits, reconciliations and reporting.

The Smathers Libraries include over 400 employees in seven branch libraries, an auxiliary and an interim facility, and 11 additional distinct service and administrative units, located in Gainesville, Jacksonville and Saint Augustine. The annual budget, in excess of $38 million, includes approximately 26 salary accounts, 26 other personal services accounts, 23 departmental budgets, and other special spending budgets.

The library encourages staff participation in reaching management decisions and consequently the Finance/Grant Accountant will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
Grants Pre and Post Awards Financial Management
- Provides accounting support for Pre and Post Award Grants to the Libraries Grants Manager.
- Develops and prepares budgets for new external and internal grant proposals.
- Inputs grant awards in University online System including; external grants, proposals, award and sub award budgets, effort commitment changes, budget revisions and grant modifications.
- Liaises with UF Contracts and Grants regarding grant budget questions.
- Participates in periodic pre and post Grant award instructions, training and presentations.
- Monitors Libraries grant expenditures to ensure compliance with UF, Federal, and State funding agency regulations and to assist in keeping grant projects within the budget schedule.
- Ensures grant-related payroll distributions are entered in the system and serves as liaison with other UF departments in completing any grant related Payroll Distribution/Retro Request.
- Coordinates and assists with grant related travel including travel authorizations and expense reports.
- Provides post award support and accounting of external and internal grant projects.

**Grants Reporting**
- Prepares monthly Grants Summary Report for Library Deans, Grants Manager, and Associate Director of Accounting
- Prepares any specialized external grants financial reports
- Researches and corrects budget discrepancies
- Sets up grant budgets and provides monthly reports to all concerned parties
- Corresponds with concerned parties and troubleshoot issues
- Maintains and updates Grants Chartfield List of Accounts

**Fiscal/Accounting Management**
- Assists in the preparation of annual operating budget requests
- Conducts special cost and/or budgetary analysis
- Reviews and researches discrepancies, identifies appropriate corrective actions, and completes journal entries to correct
- Provides accounting support for annual statistics

**Fiscal Reconciliation**
- Responsible for the maintenance, accountability and reconciliation of all library department operational expenses ensuring expense items post correctly
- Tracks and reconciles transfer of funds from other campus unit accounts
- Reconciles a variety of reports
- Reconciles the Dean’s Discretionary account monthly
- Reconciles monthly library revenue of auxiliaries to the monthly ledgers

**Fiscal Reporting**
- Assists in the preparation of annual operating budget requests and conducts special cost and/or budgetary analysis and prepares reports as appropriate
- Updates and formats internal reports for website posting
- Calculates internal and external sales tax for accounts generating auxiliary funds
- Prepares and submits the monthly Libraries Sales Tax Reports for all auxiliaries
- Processes journal entries for library revenue

**Other Duties**
- Participates in special projects and performs other duties as assigned
- Backup to Administrative Support Assistant II
- Attends trainings and workshops to improve skills or enhance knowledge needed for position
- Participates in Fiscal Services documentation and training for continuous cross-training of workflows and processes to deliver timely to staff
- Serves on committees as appointed and other working groups within the Libraries

**QUALIFICATIONS**

**Required:**
A bachelor’s degree in an appropriate area of specialization and two years of experience

**Preferred:**
- Professional level accounting experience with grant and fiscal management
Experience with proposal and grant award management system, financial management system and enterprise reporting tools
Good judgment in handling sensitive and confidential information
Experience in tracking grant expenses and making corrections to budget allocations.
Ability to design, implement, and interpret accounting methods
Knowledge of accounting principles, practices and procedures
Knowledge of State regulations and procedures for salary, payables, and budgeting functions
Ability to compile fiscal data and maintain fiscal records
Ability to work well independently and collaboratively in a team environment to accomplish goals
Strong planning, analytic, and organizational skills.
Strong verbal, written and interpersonal communication
Knowledge of Microsoft Office, including Excel, Word and Outlook
Flexibility, and ability to adapt and work in a rapidly changing academic environment
Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation, and perspectives

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

FISCAL SERVICES
The George A. Smathers Libraries Fiscal Services Office mission is to support the operations of the various library units, departments and programs and to ensure effective interaction with various UF financial offices and officials by providing timely and accurate business information and advice that
enhances decision making by those in leadership positions throughout the Libraries. Fiscal Services operations are designed to provide high-level customer service, to ensure stewardship of library assets, and to leverage library resources to the best possible outcome for library patrons by increasing the transparency and general understanding of the source and availability of the Libraries' financial resources and how they are used and managed through a variety of regular financial reports available on the Fiscal Services website.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit
• a cover letter detailing your interest in and qualifications for this position
• your current resume or CV
• a list of three references including their contact information (telephone number and email address)
Apply by January 28, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 512794. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.