



# BENNETT COLLEGE

## Job Posting

**Title:** Grants & Contracts Accountant/Purchaser

**Date of Posting:** 04/26/17

**Closing Date:** Until Filled

**Job Code:** 17-0426BLF

**Department:** Business & Finance

**Reports To:** Controller

### **GENERAL SUMMARY:**

The Grants & Contracts Accountant oversees the maintenance of fiscal records related to restricted programs and grants, providing required assistance with the development of grant proposal budgets and external reviews of various programs, and maintains an accurate schedule of all grants and contracts and their applicable reporting requirements.

Administer the procurement program of the college. Purchase all supplies, materials, equipment, and service entered into by the college.

### **ESSENTIAL JOB FUNCTIONS:**

- Journalizes all activity related to restricted programs and grants
- Verifies restricted requisition budget amounts and authorization
- Enters restricted budgets, where applicable, and transfers/adjustments
- Completes draw-downs and maintains supporting documentation
- Ensures that unrestricted funds are reimbursed for all programs
- Prepares and submits quarterly 272 reports and other financial reports
- Reviews reasonableness of restricted expenditures for all restricted accounts, researching account activity as needed

- Assists faculty and staff in the preparation of their grant proposal budgets.
- Generates and distributes standard and ad-hoc reports, including restricted budget reports, on a monthly basis.
- Responds to agency and management inquiries
- Completes pre-award review
- Communicates with project directors as needed
- Ensures that grantor agency requirements related to requisitions, recommendations to hire, requests for consultants, and budget activation forms are in agreements with award notices
- Reviews purchase requests for completeness and to determine whether the documents require further attention before processing.
- Checks vendor information for completeness and to determine whether purchase orders are accepted.
- Determines whether the item is funded via contracts/grants or the institution and checks for proper account number and authorizing signatures.
- Negotiates and obtains competitive pricing, ensuring that quality and price requirements are met in the procurement process.
- Provides timely notification to internal and external customers regarding purchase order issuance and status.
- Maintains centralized filing system for all purchase orders generated, to include supporting documentation.
- Maintains on-going communication with internal and external customers to ensure that their purchasing needs are met.
- Maintains catalog files for products and makes them available to the customer upon request.
- Researches products to learn as much as possible about them. Have descriptive literature and pricing available as feasible and continuously develop lists of sources for the products.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of and skill in using computer software, including MS Word and MS Excel
- Knowledge of Jenzabar EX and its report writer Info-Maker is preferable but not required
- Ability to pay close attention to detail and coordinate various activities simultaneously

- Ability to work with minimal supervision
- Ability to maintain confidentiality
- Ability to work and assist colleagues, students and supervisor in carrying out the goals of the college
- Strong interpersonal and communication skills and the ability to work within a diverse community

### **EDUCATION AND EXPERIENCE:**

Requires a bachelor degree in accounting or business administration with at least eighteen hours of accounting. A minimum of three years of general ledger accounting experience is required, preferably in a college environment. Must be a self-starter, dependable and have excellent analytical skills.

### **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - reference Job Code **17-0426BLF**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

### **ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**Applicant packets must be received ONLY by email at:**  
[hr@bennett.edu](mailto:hr@bennett.edu)

Resumes received without the job code will not be considered.

### **NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.