JOB DESCRIPTION

TITLE

Director, Grants & Payables Operations

JOB SUMMARY

This position is responsible for maintaining continuous compliance with federal, state and industry requirements for accurate, timely records and reporting on expenditures of grant funds. Directs the daily financial operations of the University's Grant Programs and Accounts Payable to ensure the accuracy and integrity of the financial accounting data. Independent thought and judgement is required as well as personal initiative in completing required and assigned tasks. Work is performed independently under the general supervision of the Assistant Vice President, Controller and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Vice President, Controller

Supervises: Manager, Payment Operations, Senior Accounting Assistant & Accountant IV

ESSENTIAL DUTIES - May include, but not limited to the following:

- Supervises the work of professional accountants to accurately record and document grant and accounts payable related transactions. Includes prioritizing and coordinating work activities for accounting/financial staff.
- Assists with the preparation of TWU Annual Financial Report. This includes quarterly reconciliations and compiling of data throughout the fiscal year to ensure accurate reporting.
- Prepares Schedule 1A - Schedule of Expenditures of Federal Awards (SEFA) and Schedule 1B - Schedule of State Grant Pass through From/To State Agencies (SPTR).
- Prepares adhoc reports requested by TWU management, THECB and other agencies.
- Reviews grant documents for financial reporting guidelines and budget compliance.
- Prepares required external financial reports.
- Monitors grants and accounts payable transactions recorded in Oracle’s general ledger.
Director, Grants & Payables
Operations
Date Issued: 03/19
FLSA: Exempt
PTO: VCS

- Audits and reconciles transactions related to receipt and expenditures of grant funds.
- Prepares, reviews and posts journal entries to accurately report receipts and expenditures of grant revenue.
- Verifies daily vouchers/payments, A/P checks, bank ACH/EFTs and journal entries are processed.
- Continues excellent customer service with departmental and vendor inquiries related to the grant and accounts payable area.
- Coordinates with Financial Aid Office regarding funding of federal (USDE) grants and loans.
- Coordinates with Procurement Services to maintain vendor compliance and annual 1099s.
- Assists with submitting binding encumbrance reports.
- Reviews, edits and transmits grant related financial and expenditure reports. Invoices other external government agencies/sponsors accordingly.
- Monitors and reviews federal and state regulations that stipulate specifications for required policies and procedures related to financial reporting.
- Reviews and authorizes expenditures to ensure compliance with University, Federal and State rules and regulations.
- Oversees the maintenance of accounting records in accordance with generally accepted accounting principles and university policies.
- Formulates procedures and policies to assure continuing compliance with grant related accounting, accounts payable and financial reporting.
- Establishes job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.
- Coordinates and conducts training for staff.
- Reviews business practices for improvements in efficiency.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor’s degree in accounting or related area with an emphasis in accounting. Master degree preferred.

EXPERIENCE

Five years’ experience in financial management. CPA or CGFM preferred.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to provide effective leadership while conducting multiple complex assignments in an environment that highly regulated. Maintaining professionalism, proficiency and composure is expected.
- Ability to coordinate the work of other employees, providing direct instruction and supervision as assigned.
- Ability to manage tasks effectively in an often fast paced work environment with heavy focus on proficiency, accuracy and quality customer service.
- Ability to prioritize, organize, delegate and effectively complete assigned duties and responsibilities to meet deadlines.
- Knowledge of THECB and Texas Comptroller standards, policies and procedures for financial management, accounts payable and reporting of grant funds.
- Knowledge of policies and procedures for financial management of funds drawn for Department of Education Title IV funds.
- Knowledge of advanced accounting.
- Working knowledge of office practices and methods.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: ______________

Employee Printed Name: ______________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.
All positions at Texas Woman’s University are deemed security sensitive requiring background checks.