WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth, and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the Mission.

JOB DESCRIPTION

UD is currently seeking a Grant Accounting Specialist responsible for applying accounting principles and procedures to ensure the integrity of the University of Dallas financial data by analyzing transactions, reconciling accounts, funds, and grants, and proposing necessary adjustments. Analyzes and interprets financial data and procedures to prepare financial information and reports. This position reports to the Assistant Controller.

PRIMARY RESPONSIBILITIES

- Account for University's grants/sponsored research. This includes activities from pre-award review to post-award compliance recording and reporting functions.
- Reconcile and account for federal and state Financial Aid programs.
- Assist with Month-end/Quarter/Year-end General ledger close process, including preparation of Journal entries and reconciliation of GL accounts.
- Monitor the fund balances of all Restricted and Reserve funds to ensure positive fund balances remain and that expenditures from these funds are in accordance with donor intent.
- Serve as a liaison between the Office of Finance and the academic areas within the University.
- Work in partnership with the Rome campus to ensure accurate and complete accounting for all activities occurring on the campus.
- Assist with specific fund-related reporting and ad hoc requests.
- Examine accounting records, including financial statements and other financial reports to assess accuracy, completeness, and conformance to standards defined within the department.
- Assist with the annual audit activities.
- Other duties as assigned to ensure the efficient and effective operation of the Business Office.

MINIMUM REQUIREMENTS

- Bachelor’s degree in accounting or a related field.
• Five years or more of increasing responsibility in an area relevant to the position.

PREFERRED QUALIFICATIONS

• Not-for-profit accounting experience preferred.
• Grant accounting and reporting experience preferred.

SUPERVISORY RESPONSIBILITIES

None

APPLICATION

Applications must include a curriculum vitae as well a letter addressing the candidate's qualifications with respect to the both job description and Mission statement of the University. Application materials must be submitted to the University of Dallas' Human Resources application portal.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.