



The Philadelphia Research and Education Foundation's mission is to lead the nation in advancing veteran's health and well-being through research and education.

The Philadelphia Research and Education Foundation (PREF) is a 501 (c) 3 nonprofit that supports the Corporal Michael J. Cresencz VA Medical Center (CMCVAMC). Our mission is to lead the nation in advancing veteran's health and well-being through research and education.

Sponsored Projects Accountant - Full Time

The Sponsored Projects Accountant is responsible for bookkeeping, managing sponsored projects and grants, with a high degree of knowledge in the overall field and a recognized expertise in specific areas; problem-solving frequently with analysis of unique issues/problems without precedent and/or structure. S/he may manage programs that include formulating strategies and administering policies, processes, and resources. This individual can function with a high degree of autonomy. The incumbent will handle all aspects related to budget and cost compliance for their assigned portfolio using their knowledge of grant and contract management rules and regulations, in relation to the governing OMB circulars, institutional policy, technical expertise, and analytical skills.

This 40 hr/week position is a hybrid position requiring onsite support 2-3 days a week.

Accounting Responsibilities:

- Create and maintain accurate financial records. Code documents according to company procedures.
- Handle transaction processing for bills, invoices, cash receipts.
- Process and manage accounts receivable/payable and handle payroll in a timely manner
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using accounting software.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compile financial, accounting and/or auditing reports pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and other general ledger information.
- Enter and track annual budget
- Prepare yearly 1099s
- Complete quarter-end billing process
- Support Auditors as needed
- Review monthly reports with principal investigators when needed
- Record day to day financial transactions and complete the posting process
- Bring the books to the trial balance stage

- Complete tax forms

Pre & Post Award Responsibilities:

- Expenditure and revenue monitoring of sponsored project budgets.
- Prepare complex financial reports, adjustments, and corrections in assigned project budgets.
- Reviews expenses and financial reports on a monthly, quarterly, and other scheduled basis as defined.
- Verify the accuracy of expenditures; and if needed, process the appropriate corrective actions.
- Works independently to assess complex grants, contracts, and subcontracts where analysis requires an in-depth evaluation of variable factors
- Serve as a technical specialist in an area, such as federal contracts, state contracts, subcontracts, or information systems
- Monitor general ledger, identify and resolve any discrepancy with financial journals and cost transfers
- Provide budget projections for Principal Investigators
- Ensures compliance with prime award terms and conditions
- Responsible for award close-out and confirm all reports have been submitted to sponsor agency
- Perform other related duties as assigned

Required Skills

- Must be detail oriented and able to manage priorities.
- Must be able to learn by reading & verbal instructions.
- Must be flexible and able to work independently.
- Must be proficient in QuickBooks Desktop accounting software, including classes, jobs, report development, development and use of memorized transactions, and credit card accounting, in addition to bills, payments, invoices, and receipts.
- Must be proficient in Microsoft Excel, including designing and maintaining workbooks to retain accounting documentation and provide analysis of activities.
- Must be capable of designing procedures and work flows to ensure timely and accurate financial information is available to users of the data to fulfill their responsibilities.
- Must be proficient in accrual accounting
- Must enjoy interacting with people
- Understanding of generally accepted accounting principles (GAAP) and practices
- Understanding of financial audit requirements
- Strong verbal and written communication skills
- Uses advanced contracts and grants concepts to manage a portfolio made up of complex awards which require high level expertise
- Assist with awards, and/or other relevant, pertinent transactions to ensure compliance with institutional and sponsor policies
- Works independently to assess complex grants, contracts, and subcontracts where analysis requires an in-depth evaluation of variable factors

- Serve as a technical specialist in an area, such as federal contracts, state contracts, subcontracts, or information systems
- Works on highly complex proposals and awards such as grants/contracts which require program project mechanism, complex budgets, option years, multiple investigators, and numerous subcontracts
- Interest in medical research is a plus

Knowledge and Experience

- Must have at least 3 years' experience working as an accountant; preferably in a nonprofit setting
- Must have a minimum of a Bachelor's degree in finance/accounting
- Must have grants & contracts management experience

Please submit your cover letter and resume to gcham@prefresearch.org