

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Accountant 2 (Grants)
Accounting Services
Regular Full-Time Position
Position Number 541000**

General Description

The Accountant 2 reports to the Director of Accounting Services and performs accounting duties related to grants, restricted, and plant fund accounts. Responsibilities include preparing bills and financial reports for grants, Centers of Excellence, Stipulation of Settlement, plant fund, debt service, and utility accounts, assisting in year-end closing activities, and preparing annual financial reports and budgets. This position is also responsible for managing the Banner Fixed Asset System.

Primary Duties and Responsibilities

- Perform accounting and reporting functions for federal, state, and local grants and contracts, including budgeting and close-out.
- Coordinate with project directors, grants and sponsored programs staff, granting agencies, and other APSU offices.
- Prepare schedules for APSU proposed and revised budgets and annual financial statements for restricted, plant fund, debt service, Centers of Excellence, and Stipulation of Settlement accounts.
- Prepare necessary journal entries, billings, and reports for restricted, plant fund, debt service, Stipulation of Settlement, Centers of Excellence, and utility accounts, including monthly, quarterly, and/or annual financial reports.
- Reconcile capital project accounts with TBR STARS and Tennessee Finance and Administration reports.
- Review monthly Banner financial statements for above accounts and make necessary corrections. Prepare year-end adjusting and closing entries.
- Provide information to government agencies, staff, faculty, and auditors relating to budgets, expenses, balances, and billings for the above accounts.
- Develop/design computer programs/spreadsheets to facilitate reporting functions for above accounts.
- Assist with on-campus and Fort Campbell registrations.
- Maintain, with support from the IT department, the system parameters for the Banner Fixed Asset System.
- Process the addition/deletion of equipment with the Fixed Asset System.
- Set depreciation parameters and review the addition/deletion/changes in depreciation of equipment.
- Reconcile bank statement and Banner records for APSU's operating account.
- Manage the Fixed Asset System
- Perform other job-related duties as assigned.

Essential Functions

- Ability to accurately interpret federal, state, and local regulations for grants and contracts and to properly conform to reporting and accounting requirements.
- Ability to learn and follow Tennessee Board of Regents and APSU policies and procedures.
- Ability to accurately apply fund accounting principles and read and understand financial reports.
- Ability to plan, prioritize and meet deadlines.

Essential Functions continued

- Ability to analyze situations and take appropriate action.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.

Required Minimum Qualifications

- Bachelor's degree in accounting or related field.
- Two years of accounting experience, preferably in grants or fund accounting.
- Computer proficiency.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous experience in higher education accounting and with Sungard HE Banner software system.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS