

**TENNESSEE STATE UNIVERSITY**

**Financial Analyst 3**

**Duties and Responsibilities:**

Prepares and submits timely and accurate financial reports and requests for reimbursement to funding agencies in accordance with contract/grant agreements.

Analyze expenditure transactions to ensure accuracy, budgetary compliance, and adherence to agency guidelines for assigned restricted grants and contracts.

Prepare adjusting and correcting journal vouchers as needed. Assist in fiscal year-end closing and annual preparation of financial statements.

Act as liaison between funding agencies and project directors, providing technical financial support.

Perform cash management duties, including the monthly draw-down of Federal Funds.

Review and approve expenditure-related documents (e.g. personnel forms, requisitions, etc.) for accuracy and compliance.

Conduct financial research and interprets and advises project directors regarding agency guidelines, federal regulations, uniform guidance, and University policies and procedures.

Perform other related duties and responsibilities as required.

Education: Baccalaureate degree in Accounting, Business Administration, or related field.

Experience: Require a minimum of four years experience in restricted fund accounting.

Knowledge/Skills/Abilities: Good communication skills. Working knowledge of federal laws and Regulations governing grants and contracts. Knowledge of Banner Systems preferred. Must possess proficient computer skills.

Apply: email [jobs@tnstate.edu](mailto:jobs@tnstate.edu)