Finance Job Function

Research Administrator IV Post
Grade: 58
Job Code: F1458P
Job Family: Research Administration
Job Family Matrix: Research Administration (Finance) Matrix

Summary
Oversee complex post-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.

Core Duties
- Perform complex post-award activities including award approval and set up, analysis and reporting and long range financial planning
- May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards
- May function as a subject matter expert and/or project lead
- Consult on a wide range of post-award issues; interpret regulations and guidelines for multiple funding sources
- Provide research and solutions to post-award management challenges
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations

Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience
- Advanced knowledge of sponsored research regulations

Additional Qualifications and Skills
- MBA or Masters’ degree in relevant field
- Knowledge of Microsoft Office Suite, advanced Excel skill
- Working knowledge of financial principles, budget management, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting