Finance Job Function

Research Administrator V PrePost
Grade: 59
Job Code: F1359P
Job Family: Research Administration
Job Family Matrix: Research Administration (Finance) Matrix

Summary
Lead activities related to the authorization and transmittal of all proposals to federal, state, and private funding agencies and the analysis, reporting and compliance of all proposals to federal, state, and private funding agencies, and the acceptance of awarded funds.

Core Duties
- Manage such pre-award areas as: proposal submission, award validation, approval and set-up
- Manage such post-award areas as: award approval and set-up, financial analysis and reporting
- May act as signatory for the University and/or oversee the signatory process
- Function as a subject matter expert or project lead
- Serve as a key resource for post-award policies, procedures regulations, and cost reimbursements
- Develop and monitor effective pre and post-award processes and systems
- Collaborate with university-wide financial leadership to continuously improve process, policies, and procedures.
- Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards; approve terms for acceptance by the institution
- Lead departmental financial analysis, reporting, and long range planning
- Act as representative at the School/University level
- 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 8 years’ relevant work experience
- Advanced knowledge of sponsored research regulations

Additional Qualifications and Skills
- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial principles, budget management, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting