Finance Job Function

Research Administration Mgt IV Pre
Grade: 58
Job Code: F1558M
Job Family: Research Administration
Job Family Matrix: Research Administration (Finance) Matrix

Summary
Oversee pre-award activities for a portfolio of sponsored research projects.

Core Duties
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards; oversee the signatory process
- Establish and monitor effective pre-award processes and systems
- Manage such pre-award areas as: proposal submission, award validation approval and set-up
- Collaborate on the development of new pre-award procedures within school/unit that support University wide policies and initiatives
- Provide problem resolution, guidance and or training for sponsored research award management, compliance, systems, and reporting
- Interpret regulations and guidelines of multiple program funding with complex and broad guidelines for spending
- Lead the audit of individual sponsored accounts to ensure compliance with University and sponsored regulations
- Ensures department's accurate and timely financial analysis and reporting
- Act as representative at the School/University level
- 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
- Supervisory experience

Additional Qualifications and Skills
- MBA or Masters' 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