

Finance Job Function

Research Administration Mgt V Pre

Grade: 59

Job Code: F1559M

Job Family: Research Administration

Job Family Matrix: [Research Administration \(Finance\) Matrix](#)

Summary

Oversee the activities related to the authorization and transmittal of all proposals to federal, state, and private funding agencies.

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 and/or oversee the signatory process
- Serve as a key resource for pre-award policies, procedures regulations, and sourcing approaches
- Develop and monitor effective pre-award processes and systems
- Manage such pre-award areas as: proposal submission, award validation, approval and set-up
- Collaborate with university-wide financial leadership to continuously improve processes, policies, and procedures
- Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards
- Lead departmental financial analysis, reporting, and long range planning
- 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 8 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