

Finance Job Function

Research Administration Mgt V PrePost

Grade: 59

Job Code: F1359M

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 and the analysis, reporting and compliance of all proposals to federal, state, and private funding agencies, and the acceptance of awarded funds.

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 post-award policies, procedures regulations, and cost reimbursements
- Develop and monitor effective pre and post-award processes and systems
- 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
- 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
- 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 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