

## **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