

Finance Job Function

Research Administration V Post

Grade: 59

Job Code: F1459P

Job Family: Research Administration

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

Summary

Lead post-award activities for a portfolio of sponsored research projects.

Core Duties

- Serve as a key resource for post-award policies, procedures regulations, and cost reimbursements
- May function as a subject matter expert and/or project lead
- May act as signatory for the University and/or oversee the signatory process
- Develop and monitor effective pre and post-award processes and systems
- 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
- 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 8 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 skills
- Working knowledge of financial principles, budget management, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting