# FINANCE JOB FUNCTION GUIDE

## Grants Administration Job Family

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| 57E   | Grants Administrator III Department Level, Central Admin., or a centralized function within a tub/unit | Bachelor’s degree 5+ years of progressive grant and contract experience Supervisory experience Advanced knowledge of sponsored research regulations | - Advises on long-term financial viability of department/center given multiple grants and contracts from various sources with differing project end dates  
- Locates, identifies and evaluates sources of outside funding on own accord  
- Develops new budget proposals, forecasts ongoing budgets and monitors the resulting awards received for academic and research projects and programs  
- Interprets regulations and guidelines of multiple programs funding with complex and broad guidelines for spending  
- Creates internal guidelines to ensure compliance of University and Governmental regulations  
- Supervises the processing of invoices and day to day monitoring of budgets  
- Negotiates sub agreements and manages pre-award financial relationships with sponsors and sub-contractors  
- Responsible for fulfilling programmatic reporting requirements of the funding organization  
- Develops reporting mechanisms and financial models to analyze the financial viability of the center  
- Responsible for effort reporting for unit | IMPACT  
Significant impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE  
Works for a department/center with multiple grants and contracts from various sources with differing project end dates | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) $E =$ exempt, $N =$ non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion