



## **Finance Job Function**

### **Grant Administrator Sponsored Research Administrator Grade 56**

#### **Summary**

Performs multiple diverse and complex sponsored research administration responsibilities for a department or unit. Typically works with multiple sources of funding: including federal restricted funds, grants and contracts. Performs complex analyses and audit function to assure accuracy and compliance with internal and external regulations. Works independently and uses a high degree of discretion in interpreting and implementing policies and procedures Updates supervisor on status of projects as required.

#### **Typical Duties**

1. Serves as principal source of information on complex University and sponsored fiscal policies and procedures. Interprets guidelines and policies, and advises faculty, staff and/or students on existing options or alternatives and effectively recommending courses of action.
2. Collaborate with and assist faculty in some/all phases of proposal development and submission including developing/ coordinating pre and/or post award budgets and advising PI's on allowable costs, etc. Reviews proposals to ensure they comply with sponsor and University guidelines. Advise faculty on recommended changes.
3. Prepares budgets for proposals relying on programmatic expertise to independently develop and oversee accounts, monitor balances and reconcile accounts; interpret and administer appropriate university and sponsored research fiscal policies;
4. Reviews and creates financial data providing research and data analysis to present for use in planning and decision making;
5. Prepares complex grant reports on an ad hoc basis. Provides daily/monthly monitoring and analyses of grants and contracts for Principal Investigator to ensure expenses are paid according to contract and government regulations within budget limit and timelines, notify PI and supervisor about any funding shortfalls and develop a plan for contingencies
6. May negotiate terms and conditions of subcontracts as appropriate

#### **Typical Requirements**

*Education:* Bachelor's Associates degree in accounting or equivalent experience.

*Skills and Experience:* 3-5 + years directly related experience in managing grants and contracts. Previous experience developing budgets for grant proposals. Strong written and oral communication, analytical thinking, resourceful problem solving skills required. Ability to work

independently with minimal supervision. Ability to handle complex and confidential information with discretion.