

Class Code:.....1281
Position #: (PSA)..... (E)
Developed by: CM, JC, GR
Reviewed by:LK, DLJ
Approved by:.....LK
Date: 03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, International Fields Projects
DIVISION: Academic Affairs (Graduate School of Oceanography) (GSO)
REPORTS TO: Assistant Director & Principal Investigator (GSO CRC)
GRADE: 9
SUPERVISES: Support staff and students as assigned

BASIC FUNCTION:

As part of the Coastal Resources Center (CRC), assist Principal Investigators, Directors and technical staff in support of major USAID-funded, private foundation-funded, and/or other bi-lateral, donor-funded research and development projects.

Responsible for coordinating the administrative, financial and support services for projects at the Graduate School of Oceanography (GSO) at the scale of multi-institutional, multi-million dollar efforts. Manage assigned business and fiscal operations. Serve as fiscal and administrative liaison to USAID. Responsible for systems to track expenses and project cash flows relative to annual work budgets. Coordinate the administrative and financial aspects for partner sub awards and personal service contracts. Oversee support services provided to graduate students, trainees and visitors funded under the grant. Provide oversight and supervision of project in-country finance and administrative managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate, prepare and submit URI PeopleSoft budgets on receipt of incremental funding obligation from the donor.

Coordinate and manage the financial accounting, invoicing and amendments of assigned project sub-awards.

Monitor and assure that matching funds are provided for by partners and sub-award recipients as required by the grant.

Interpret and apply rules, policies and regulations pertaining to State and Federal funding agencies and the US Government.

Assist in work plan preparation activities, including but not limited to, coordination of sub recipient budget and development of annual budgets.

Prepare correspondence to various funding agencies, both written

documentation and verbal communication.

Prepare quarterly accrual reporting for submission to USAID or other donors.

Develop protocols to monitor grant activity and forecast future financial requirements, including submission of financial pipeline analysis and requests to USAID.

Reconcile monthly financial statements using on-line Web-based financial reporting systems.

Budget tracking, reporting, proactive advising and management.

Assist principal investigators and their staff in the implementation of study tours, meetings and workshop logistics.

Oversee and manage web-based data reporting and project management tracking systems, including tracking visa applications and training records according to Federal policies.

Lead in training and mentoring of in-country staff and sub awardees in grant management and compliance (adherence to USG and URI regulations, local laws) in coordination with the in-country finance manager.

Lead in conducting internal audits of sub awardees in coordination with the in-country finance officer and URI Office of Sponsored Projects and URI Controllers Office for compliance with Standard Operating Procedures, USAID ADS, financial reporting and policies relative to USG uniform guidance and make recommendations for corrective action.

OTHER DUTIES AND RESPONSIBILITIES:

Travel internationally several times (of up to 20 days per trip if needed) annually to field sites.

Participate in conference calls outside of normal business hours to coordinate with international time zones.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management, online project collaboration systems, and spreadsheet software; QuickBooks Enterprise.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of business management experience; Demonstrated experience in budget preparation and personnel

management; Demonstrated experience in income and expense analysis; Demonstrated experience managing federal research grants and contracts; Demonstrated experience with Microsoft Excel and word processing; Demonstrated experience with web-based reporting and electronic mail systems; Demonstrated ability to prepare and deliver oral and written reports; Demonstrated attention to detail; Demonstrated ability to plan and carry out large financial projects; Demonstrated experience undertaking new initiatives; Demonstrated ability to work in a fast-paced and complex environment; Demonstrated strong verbal and interpersonal communication skill; Demonstrated proficiency in written communication skills; Demonstrated experience with cooperative agreement guidelines and procedures (including US Uniform Guidance); Demonstrated organizational skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of five years of business management experience in a research setting at a university, college, or government agency; Demonstrated experience managing federal international research grants/contracts; Demonstrated experience administering large USAID projects; and, Demonstrated experience with QuickBooks Enterprise.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.