

Class Code:1284
Position#(PSA).....(E)
Developed by: MKC, PJS
Reviewed by: PS, LK, AMC
Approved by: AMC, LK
Date: 03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Post Award
DIVISION: Research & Economic Development
REPORTS TO: Assistant Director, Sponsored Projects
GRADE: 9
SUPERVISES: None

BASIC FUNCTION:

Serve as post-award contact person working directly with Principal Investigators (PI) and staff in a defined subset of departments within the University to facilitate understanding of the administrative terms and conditions of their sponsored award(s), which would include the award set up through the close out of that award(s). Responsible for oversight of post award activity for all sponsored projects from federal, state, Foundation, non-profit and corporate entities according to federal, state and University policies, review and approve all post award grant expenditures, monitor and prepare reports on cost share activity, and final close-out of awards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the setup of awards in the financial system and all the related cost share accounts, if required.

Review and approve purchasing, accounts payable and travel activity to be charged to sponsored projects in order to ensure expenses are allowable, allocable and reasonable, and that they are in compliance with sponsor's requirements.

Review, approve and process various personnel appointments to sponsored project accounts to ensure expenses are allowable, allocable and reasonable and in compliance with sponsor's requirements.

Review, approve and process budget revision requests to sponsored project accounts to ensure they are allowable, allocable and reasonable, and that they are in compliance with sponsor's requirements.

Work with agency sponsors, principal investigators and administrative staff to troubleshoot grant administration-related issues.

Maintain working knowledge of The Office of Management and Budget (OMB) Uniform Guidance (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards) and principles of allowability, allocability and reasonableness.

Monitor cost-sharing activity and prepare monthly cost share reports, or when otherwise required.

Prepare various reports for submission to funding agencies, as well as for internal use.

Process close-out of awards, including pre-closing notice, review projects for open items, encumbrances, advances, deficits, surpluses, adjustments, and final billing.

Monitor technical reporting requirements, ensuring that they are met by the PI.

Interpret award instructions from grant and contract documents, including agency requirements for managing the project, restrictions, billing and reporting.

Work with other Sponsored Projects personnel to resolve problems. Exhibit a commitment to effective teamwork, flexibility and a desire to acquire new skills as needed.

Monitor compliance and adherence to University, federal and state policies and procedures.

Monitor international accounts for expenditure allowability, accountability, and exchange rate calculations.

Maintain current knowledge of various University financial systems and all related interfaces.

OTHER DUTIES AND RESPONSIBILITIES:

Exhibit sensitivity to and consistently meet the support requirements of a research environment, and be committed to customer satisfaction and effective teamwork.

Assist the Director of Sponsored Projects and the Assistant Director of Sponsored Projects on other matters as they relate to post award activity when necessary.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software and federal electronic proposal submission systems.

ENVIRONMENTAL CONDITIONS:

There are no adverse environmental conditions associated with this position.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of financial experience; Demonstrated working knowledge of Office of Management and Budget (OMB) Uniform Guidance, and principles of allowability, allocability and reasonableness; Demonstrated familiarity with federal, state, university, and sponsor-level requirements for sponsored projects; Demonstrated experience with word processing and spreadsheet and database management software; Demonstrated attention to detail; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to be a team member; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated financial experience in a research administration role in higher education; Demonstrated working knowledge of higher education organization and activities; and, Demonstrated experience with PeopleSoft, Oracle and/or other ERP system.

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

