Rowan University

VACANCY ANNOUNCEMENT

Professional Services Specialist 3, Administrative Services

Job Number:	498773
Category:	Professional
Department:	Post Award and Contract Accounting
Close Date:	08/17/2023 (11:55pm)
Location:	Glassboro, NJ

Summary:

The Grant Analyst is responsible for finance, accounting and grant management for sponsored project support services while working closely with Principal Investigators in order to meet the needs of the organization and its sponsors. The Grant Analyst will understand sponsor requirements and interpret guidelines for the Principal Investigators and departmental research administrators and provide advice to support post award transactions.

Responsibilities:

- Manages faculty sponsored projects in accordance with university and sponsor regulations.
- Monitor and approve all expenses related to the award (salary and non-salary expenses) making sure they are allowable per award guidelines and accurate based on the established budget.
- Liaison with Principal Investigators and their staff to provide reports, periodic updates, analysis and guidance to ensure proper award management.
- Complete periodic financial reporting requirements based on sponsor timelines.
- Assist Post Award administrative staff and delegate transactional level tasks (travel requests, miscellaneous payment requests, etc.). Oversee completion of tasks ensuring accuracy and timely completion.
- Participates in all financial, compliance and sponsored program audits as needed.
- Support year end accounting close process.
- Assist in process improvements and implementation of new business plans and efficiencies to overall Sponsored grant management process.
- Prepare and submit budget modifications.
- Develops and implements training seminars for Principal Investigators and their staff.
- Complete other duties as assigned by Post Award management.

Requirements:

- Bachelor's degree from an accredited College or University in Accounting or related field is preferred.
- Minimum 2 years of professional experience in higher education or other field that is directly related to the functions of the position.
- Banner experience is a plus.
- An understanding of research administration with knowledge of OMB Combined Circulars (Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards).

Knowledge, Skills and Ability:

- Proficiency in spreadsheet (Excel), and accounting software (preferably Elucian Banner)
- Strong work ethic with a defined sense of urgency, ownership, and accountability for job duties.
- Ability to organize assigned work, analyze problems, critical thinking and develop appropriate work methods.
- Ability to deal sensitively with confidential material.

Salary:

- Range P21 ($58,031 - $66,073)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: https://jobs.rowan.edu/cw/en-us/job/498773/grant-analyst-pss3as-post-award-and-contract-accounting