



## VACANCY ANNOUNCEMENT

### Professional Services Specialist 2, Administrative Services

**Job Number:** 500433  
**Category:** Professional  
**Department:** Post Award Grants Accounting  
**Close Date:** 3/19/25 (11:55pm)  
**Location:** Glassboro, NJ

#### PURPOSE:

The Senior Grant Analyst is responsible for finance, accounting and project management for sponsored project support services while working closely with Faculty/Principal Investigators in order to meet the needs of the organization and its sponsors. The Senior 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. This is a **hybrid position, with on-site hours required (hybrid schedule is subject to university policies and approval)**.

#### DUTIES AND RESPONSIBILITIES:

- Maintain a complex portfolio of awards and act as the point of contact for Principal Investigators and their staff to provide reports, periodic updates, analysis and guidance to ensure proper award management.
- Manages faculty sponsored projects in accordance with university and sponsor regulations.
- Represent Post Award Grant Accounting by interfacing with various University departments (Payroll, HR, Pre Award, Finance, A/P, Budget) to recommend process improvements, implement new business plans and serve on RFP/project implementation committees.
- Provide monthly update to management on reporting/billing status and raise, resolve or escalate outstanding issues. Monitors grant and contract receivable balances and aging status to assess collectability and follow-up with appropriate parties.
- Complete periodic financial reporting requirements based on sponsor timelines.
- Prepare and submit drawdowns from federal systems as assigned.
- Participates in all financial, compliance and sponsored program audits as needed.
- Support year end accounting close process.
- Actively participates in process improvements and implementation of new business plans and efficiencies to overall Sponsored project Management process. May participate in testing university systems when applicable.
- Complete other duties as assigned by Post Award management.

#### PREFERRED EDUCATION:

- Bachelor's degree from an accredited College or University in Management, Business Administration or Accounting or related field is preferred.

#### PREFERRED EXPERIENCE:

- Minimum 5 years of experience in post award sponsored programs office. CRA or CFRA designation is preferred.
- Banner experience is a plus.
- The Senior Grant Analyst should have a comprehensive understanding of research administration with in-depth knowledge of OMB Uniform Guidance and Single Audit (Subpart F) and other research regulatory requirements, specifically the FAR/DFAR Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

#### REQUIREMENTS:

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

#### OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**OR**

Possession of a master's degree; and two (2) years of the above-mentioned professional experience.

**OR**

Possession of a Doctor of Philosophy degree or a Doctor of Education degree; and one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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 P24 (\$71,214-\$81,175)

**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 with your application 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](mailto: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/en-us/job/500433/senior-grant-analyst-pss2as-post-award-grants-accounting>.