



VACANCY ANNOUNCEMENT

Professional Services Specialist 2, Administrative Services

Job Number: 498622
Category: Professional
Department: Post Award and Contract Accounting
Close Date: 06/20/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

The Senior Grant Analyst is responsible for maintaining financial and grant support services in order to meet the needs of the organization and its grantors and donors. Working closely with the Program Directors and Director – Post Award and Contract Accounting, the Senior Grant Analyst will focus heavily on compliance, reporting, process improvements and variance analysis functions.

Responsibilities:

- Review and interpret award agreements of all sponsored awards assigned to this position to determine length of award, reporting requirements, proper grant set up and other requirements.
 - In coordination with the principal investigator, manage budget, actual expenditures, budget modifications, and project extensions to ensure proper reporting.
 - Produce all reports reviewed by the Principal Investigator (PI) and Director – Post Award and Contract Accounting.
- Advises PI of all pending grant expirations which provides motivation to complete expenditures and move personnel timely.
- Work with post award staff to ensure timely and complete submission of financial reports, invoices and project close-outs.
- Represent Post Award Contract and 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.
- Prepare and submit federal drawdowns to sponsors as needed.
- Participates in all program audits and prepares all annual sponsor reports including supporting workpapers and documentation.
- Support year end accounting close process and annual compliance audit.
- Complete other duties as assigned by Post Award management.

Requirements:

- Bachelor's degree from an accredited College or University. Advanced degree or certification is preferred but not required.
- Minimum 3 years of professional experience in an institution of higher education or not for profit industry 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.

Knowledge, Skills and Ability:

- Proficiency in spreadsheet (Excel), and accounting software (preferably Ellucian Banner)
- Strong work ethic with a defined sense of urgency, ownership, and accountability for job duties.
- Ability to organize assigned work, analyze problems and develop appropriate work methods.
- Ability to handle sensitive and confidential information.

Salary:

- Range P24 (\$66,479-\$75,778)

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/498622/senior-grant-analyst-pss2as-post-award-and-contract-accounting>