

## Position Information

Corporation	VIMS (268)
Position Number	00111V
Old State Job Title	Financial Spec
Job Title	SPONSORED PROGRAM ADMINISTRATOR
Role Title	Finan Svcs Spec I
Job Description/Responsibilities	<p>This position is located in Gloucester, VA at the Virginia Institute of Marine Science (VIMS).  The successful applicant will protect the interests of the institution by working with researchers and departmental and university business officers and administrators, serving as the point of contact and liaison with funding agencies and their representatives; assist researchers in preparing and submitting research proposals, ensure proper stewardship of financial resources by monitoring and managing Sponsored Program accounts, and verify compliance with all federal, state, institutional, and award specific regulations and guidelines.  (All new non-faculty employees hired on or after July 1, 2006 will be "University employees" and will be governed by the University's human resources system. Initially, university employees will be covered by policies that are a mirror image to the State's current human resources policies.)</p>
Required Qualifications	<p>Must have a knowledge of federal guidelines and regulations applicable to grants and contracts as well as a broad background and training in governmental accounting and higher education administration and a knowledge of state regulations and mandates; Must be highly organized and able to prioritize numerous competing assignments with multiple deadlines; Must be able to read and interpret complex documents and write and speak clearly and concisely and should be able to work with a varied constituency from diverse backgrounds; Must have extensive computer experience including familiarity with automated accounting systems, databases, and spreadsheet programs; progressive experience in accounting.</p>
Preferred Qualifications	<p>College degree preferred; Experience in accounting preferably in a higher education environment.</p>
Location	VIMS - Gloucester
Budgeted Salary Range	\$30,146 - \$33,000
Job Open Date	12-12-2006
Job Close Date	Open Until Filled
Job Category	Staff (salaried)
Does this position accept online applications?	Yes
If this position will work less than 12 months please indicate how many months	
Special Application Instructions	