

Job Description

Job Title: Asst Dir Grants Contracts Acct
Job ID: 27754
Location: VP for Research
Full/Part Time: Full-Time
Regular/Temporary: Regular

Equal Employment Opportunity

The University of Louisville is an Affirmative Action, Equal Opportunity, Americans with Disabilities Employer, committed to diversity and in that spirit, seeks applications from a broad variety of candidates.

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration or a related field and seven related experience. Additional experience may be used on a one-to-one basis to offset the educational requirements. The university offers market competitive salary and benefits. Grade EG

Preferred Qualifications

Preferred experience should include: management, training, audit, fiscal compliance and ideally grant and contract management, reporting and compliance associated with federal and/or state government awards and contracts. CPA, CIA, CRA certifications preferred, but not required.

Position Description

Assistant Director Sponsored Programs Financial Administration (SPFA)

The University of Louisville seeks a seasoned professional to support the Director of SPFA as the primary expert and leader for the institution's financial management and fiscal compliance of sponsored programs. The position requires a proven track record of successful management, leadership, service orientation and financial compliance. Past work experience related to financial management of sponsored programs or relevant responsibilities such as internal or external auditing (minimum 7 years of progressive responsibility and experience) is preferred.

This individual must be able to manage and train staff, communicate effectively (both oral and written), use independent judgment and discretion in the application of relevant sponsor regulations in conjunction with the University's policies and procedures, analyze and review financial data and reports, assess and support appropriate internal controls, understand cash management as it pertains to billing, revenue and expense recognition, banking and collections. This individual must possess a desire to improve staff performance and overall institutional compliance through review of staff work, training and provision of tools that will enhance and improve the financial administration of sponsored programs within the department and throughout the university.

How To Apply -Staff Positions

To apply for this position, please complete an online application located at the following web address: <http://louisville.edu/hr/employment/applicants>.

Follow the visitor instructions listed on this page. Click on the Getting Started Guide at <http://louisville.edu/hr/employment/applicants/gettingstarted.html>

for additional instruction. Be sure not to use your back arrow while completing your

application. You must answer all required fields and submit your application by clicking on the "Submit" button. For more information, please contact us by email at employ@louisville.edu or by phone 502-852-6542.