

Position #: 000339

Classification Title: - Accountant- Journey

Department: - Research and Economic Development – Office of Grants and Contracts Administration

UNC Charlotte
Senior Research Administrator

The University of North Carolina at Charlotte is seeking applications for a Senior Research Administrator for the Research and Economic Development - Administration department. This is a full-time, permanent staff position.

Essential Job Duties: Responsible for all post award functions at the central research administration office. Provides sponsored project management from award budget set up in the financial system to project closeout, supporting an average of 140 awards in several colleges and their departments. Advises and assists faculty and department staff; ensures compliance with appropriate federal, agency, state, and university regulations, policies and procedures; and administers sponsored projects for fiscal and programmatic compliance.

Independently interprets and applies thorough knowledge of generally accepted accounting principles (GAAP) and their application to cost, governmental accounting, and non-governmental accounting. Applies knowledge of program/project specifics. Applies thorough knowledge and understanding of OMB circulars A-110, A-21, and A-133, as well as established university policies and procedures as they relate to grants administration.

Works with faculty and administrators to resolve post award issues including interpretation of federal policies and regulations, program specific guidelines, allowable expenditures, cost share certification, travel authorizations, and sponsored faculty time. Explains Banner finance and Banner HR screens and fiscal reports to faculty and administrators.

Assist in monthly outreach activities to college level and departmental staff in order for consistent fiscal management of sponsored research awards. Prepares all required financial, property and cost share reports by the established due date. Prepares final reconciliations and final invoices for awards and follow up on outstanding actions to ensure timely closeout of award.

Compile, monitor, examine and audits moderately complex financial statements/reports/accounts or budget codes for accuracy, integrity and conformance to the sponsored award and the accounting and program guidelines. Identify changing requirements and problems regarding management needs and other fiscal procedures, account structures or reports, and accounting systems. Identify unusual activity on sponsored funds and work with department to correct. Access electronic research administration system to link award to proposal and sponsor's guidelines. Works with Cost Analysis unit within the Office of Grants and Contracts Administration to ensure accurate recording of cost shared salaries at the end of each reporting quarter.

Minimum Qualifications: Graduation from a four-year college or university with a degree in accounting or business and two years of accounting experience.

Preferred Qualifications: Five years' experience in Research Administration in post-award management of sponsored projects. Experience in fund accounting and familiarity with financial systems. Experience in finance/accounting desired. Communication skills needed to convey and/or consult on issues of a moderately complex nature in a clear, concise, and organized manner. Prepare written and/or technical products which convey concise, comprehensive accurate findings and conform to guidelines; and provide appropriate documentation to support conclusions.

Must have the ability to read, understand, interpret, and apply Federal, State and University law/policy to a variety of situations when making decisions. Requires very good communication skills to interact with faculty and staff on campus, both written and verbal; Ability to establish effective working relationships that foster organizational success. Modifies delivery, language, or content to account for the characteristics and needs of the audience. Assist with outreach activities with departmental and college staff for uniform management of sponsored research funds. Ability to manage competing priorities and meet time-sensitive deadlines.

Additional Information

Salary and benefits are competitive; interested individuals should apply on-line at <https://jobs.uncc.edu>. Search for job # 000339. Applicants are subject to background checks.

The University of North Carolina at Charlotte is an Affirmative Action/Equal Opportunity employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability.