

Brigham and Women's Hospital (Boston, MA)

SR.GRANT ADMINISTRATOR / 40 HOURS / DAY / BWH - SLEEP MEDICINE - (3019319)

GENERAL SUMMARY/OVERVIEW STATEMENT:

The Sr. Grants Administrator directs the fiscal activities for The Division of Sleep and Circadian Disorders research portfolio. This position involves performing a wide range of tasks to oversee the management of ~\$19M per year in total costs. He/she coordinates research proposals and monitors expenses for more than 60 research grants, contracts, clinical trials, discretionary accounts, operating funds, and HMS professorships from a variety of federal, foundation, and industry sponsors. He/she is responsible for meeting regularly with the Division's investigators as well as the Division Administrator to assess budget statuses as well as to make long -range financial projections.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. The Sr. Grants Administrator maintains statistical and fiscal reporting systems that accurately represent the status of grants/contracts within the division. He/she monitors all expenditures, obligations, and salary and fringe benefit projections. He/she insures that the funds are spent in accordance with federal/sponsor and BWH institutional guidelines. He/she prepares financial summary reports for review and discussion with senior faculty and individual grantees. He/she advises investigators and the division administrator of changes to be made.
2. Sr. Grants Administrator monitors all faculty, fellow, and staff salaries (50+), and supports and advises investigators and administration in the staff hiring process to ensure salaries are allocated appropriately. When salary changes are needed, they are done so in an accurate and timely fashion.
3. He/she represents the division to the Department of Research Administration and all other financial departments within BWH/Partners. Such as Payroll, Accounts Payable, Purchasing etc. This entails review and authorization of grant year-end reports, FSR's, request for "no-cost extension", resolution of accounting discrepancies, the establishment of new projects, correspondences with granting agencies, effort certifications, statements of appointment, and salary changes for professional and non-professional staff. He/she also assists with contract negotiation, as well as review of incoming subcontract agreements/amendments and initiation of outgoing subcontract agreements/amendments.
4. He/she reviews and approves expenditure requests in consideration of hospital and sponsor guidelines. He/she reviews check request forms, petty cash requests, purchase orders, and travel expense reports, to ensure that they are charged to the correct projects. He/she has approval authority of ~\$19MM per year on expenditures and maintains an active database of all research grants, contracts and HMS professorships budget within the division. He/she is responsible to stay current with sponsor, Partners and BWH policies and disseminate information and changes as necessary to all staff.
5. He/she is responsible for preparation and submission of proposals and Just-In-Time documentation to the Department of Research Management. He/she reviews proposal guidelines, meets with investigators to prepare budgets and budget justifications, and coordinate receipt of files required for each submission (which often involve subcontracts), ensuring that proposals are routed for institutional review in accordance with institutional guidelines. This may require training fellows and junior investigators on proposal and Just-In-Time submission processes.
6. Participate in institutional training sessions, monthly Research Administration (BRISC) meetings, and weekly Division administration meetings to stay abreast of changes both internally and externally.
7. He/she performs all other duties and assignments as requested.

QUALIFICATIONS:

- MBA or undergraduate degree and equivalent experience in financial management. Certified Research Administrator (CRA or CFRA) designation or willingness to obtain certification preferred.
- Experience with National Institutes of Health (NIH) grant application and monitoring (pre and post award) processes as well as Sponsored Research training.
- Must be able to prioritize workload and multi-task in a busy research / academic setting, paying attention to detail.
- High ability to show discretion when dealing with sensitive and confidential information.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Excellent project management and financial skills, including accounting and forecasting.
- The ability to prioritize tasks and to easily assimilate a large quantity of information, thereby ensuring the smooth and efficient conduct of many different projects simultaneously.
- Excellent organizational skills in order to formulate, implement, and monitor a number of interrelated tasks.
- A high degree of computer literacy in order to utilize various spreadsheet, database, accounting and word processing software packages to assist in grant and financial management. Proficiency in Microsoft Office, especially Excel, is required.
- The ability to work with minimal supervision, display sound independent judgment, accept responsibility and take initiative for designated assignments, and meet deadlines efficiently.
- The ability to constantly reestablish priorities and handle urgent requests
- Ability to interpret and abide by numerous research policies mandated by the NIH and other granting institutions, while staying abreast of granting agency's continual policy changes.
- Excellent interpersonal and communication skills; both oral and written.
- High attention to detail.

WORKING CONDITIONS:

The work takes place in a busy academic/research office setting.

FISCAL RESPONSIBILITY:

The Division of Sleep and Circadian Disorders currently has a research budget of ~\$19MM million dollars of total costs. It employs over 130 people. This position is responsible for all financial management of the division's research portfolio.

EEO Statement

Brigham and Women's Hospital is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Brigham and Women's Hospital I CARE Standards

The I CARE Standards guide me in my interactions with patients, family members, visitors, colleagues, and neighbors in my workplace and surrounding community to optimize the Brigham experience and help fulfill my role in our mission of providing seamless, high quality patient and family centered care.

C. I will Communicate my commitment to high quality performance

A. I will Appear and act as a professional

R. I will Respect all individuals

E. I will Extend myself

Primary Location: MA-Boston-BWH Longwood Medical Area

Work Locations:

75 Francis Street

Boston 02115

Job: Grant and Fiscal Support

Organization: Brigham & Women's Hospital (BWH)

Schedule: Full-time

Standard Hours: 40

Shift: Day Job

Employee Status: Regular

Recruiting Department: BWH Department of Medicine / Sleep Medicine

Posting Date: Jun 7, 2016