

[Close Window](#)**Position Information**

Classification Title: Assistant Director, University Research

Working Title: Assistant Director, University Research

Position Number: 990493

Salary: \$60,000 - \$84,300

Work Days And Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

FTE: 1.0

Job Posting Date: 09-08-2016

Job Close Date: 09-22-2016

Position Summary: The Assistant Director will be responsible for the post-award administration duties of a small portfolio of assigned awards (Grants) from federal, state and other private sponsors to ensure financial compliance. This includes the review and approval of expenditure requests, preparation of financial reports required by the sponsor accurately and on a timely basis, preparation and submission invoices, and the monitoring of outstanding receivables.

Serve as the primary backup for the Research Accounting Office for post-award administration duties and assist with the financial management to ensure compliance with Federal regulations, sponsor requirements and university policy.

Provide problem solving resolutions, recommendations for effective and efficient award management. Will also assist in streamlining workflow processes.

Prepare, analyze and interpret complex financial information for various awards (grants).

Oversee the Sub-award monitoring process on Federal awards to ensure compliance with Federal regulations.

Process all supplier contracts for awards (grants).

Review and approve all Period Activity Pay and One-Time Payment Requests for awards (grants)

Serve as the Lead Workday tester for daily trouble-shooting and biannual updates related to awards (grants).

Provide training and guidance on grants management and financial compliance to Principal Investigators, Business Managers, Grant Managers and Division of Research Staff.

Assist with audits conducted on awards (grants) and serve as a liaison with Federal, state and internal auditors as well as sponsors.

Serve as backup approver for the establishment of all new awards (grant

accounts), incremental funding updates and no-cost extension approvals.

Process year-end journal entries for awards (grants) including deferred revenue.

Perform other responsibilities as assigned.

Position Type:

AMP

Eligible Applicants:

All (Internal and External)

Index No. (Financial Org):
Indicate % If Multiple Indexes.

Master's degree and two years of appropriate experience; or a Bachelor's degree and at least four years appropriate experience is required. A degree in Accounting is preferred.

Proficiency with Word and Excel is required.

Minimum Qualification:

Experience with State University systems is preferred, but not required.

Experience with University accounting, research administration and Uniform Guidance is preferred.

Experience with Workday financial management system is also preferred.

Valid Driver's License required.

College/Department:

Research Accounting

Campus:

Boca Raton

Individuals with disabilities requiring accommodation, please call 561-297-3057.

Special Instructions to the Applicant:

Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.

Successful completion of a background, motor vehicle and credit check is required for the selected candidate prior to the start date.

Quicklink for Posting:

jobs.fau.edu/applicants/Central?quickFind=61575

[Close Window](#)