

**GRANTS POST AWARDS MANAGER**

***Build the next great university!***

Florida’s newest state university is looking for exceptional candidates to serve as the Grants Post Award Manager.

Florida Poly opened its doors on August 16, 2014, as the state’s 12th university and the only one dedicated to core subjects in Science, Technology, Engineering and Mathematics (STEM). The non-traditional academic environment focuses on applied learning, specifically in technology and engineering. Small class sizes give faculty the opportunity to work closely with high-caliber students, and the most advanced technology – including a Supercomputer, 3D printing lab, media lab and nanotechnology lab – sets Florida Poly apart from other state universities. Florida Poly’s innovative approach to higher education allows students to learn strong fundamentals within a traditional university department structure, while giving them opportunities to apply their learning through research and projects in emerging high-tech concentrations like Cyber Security, Big Data Analytics, Machine Intelligence and more. The University partners closely with industry leading firms, and faculty members are rewarded for more than just publishing. Industry involvement, problem solving, and the commercialization of technology and research through start-ups and small businesses are also encouraged.

Lakeland, home to Florida Polytechnic University’s ultra-modern campus, is located along the I-4 High Tech Corridor halfway between Tampa and Orlando. Our central Florida community combines small town comfort with big-city culture. Florida’s High Tech Corridor is home to 11,000 high-tech businesses, and Polk County alone has more than 600,000 residents, four universities and one state college. Lakeland is just a 45-minute drive from Walt Disney World, Universal Studios, professional sports teams, and thriving performing art centers. With no income tax in Florida, and home values increasing 14.3% on average over the past year, Lakeland and central Florida continue to rise among the best places to live and work.

**SUMMARY OF POSITION:**

The Grants Post Awards Manager will provide post award financial and administrative oversight of Florida Polytechnic University’s grant portfolio. Currently the University has approximately $1.5 million in annual research expenditures from federal, foundation, and corporate grants and contracts, and that is expected to increase. This position reports to the Director of Sponsored Programs. The incumbent will function independently and consult with the Director and Finance personnel on key issues. We seek a team player who will take initiative to build relationships and find efficiencies with other departments across the campus.

This position is responsible for assisting with all aspects of grant accounting and administration in order to ensure compliance with sponsor regulations and timely and accurate reporting. Primary responsibilities include reviewing and approving transactions for research grants; researching, analyzing and preparing periodic financial forecasts and reports and all invoicing support per funder requirements and deadlines; monitoring and reconciling related accounts receivable; monitoring payroll charges to grants and resolving discrepancies, and providing inputs for, and verifying accuracy of quarterly draw down of federal grants.

**RESPONSIBILITIES:**

* Serve as the grant accounting and post-award compliance expert. Ensure the accuracy and integrity of all transactions against each grant by identifying and applying internal controls that comply with funding agency and University terms and policies.
* Provide proactive as well as problem-solving services to the customer base in an independent manner.
* Issue requisitions, expense reports and other financial activities (routing to the Principal Investigator for approval).
* Review grant expenditures for adequate documentation and compliance with applicable regulations.
* Ensure budgetary controls are established so awards are not exceeded. Prepare journal entries related to grant accounts as well as related budget adjustments, cost transfers, detailed schedules, account reconciliations, and other financial reports.
* Responsible for timely and accurate internal and external financial grant reporting for all grants and sponsored programs on a periodic basis.
* Responsible for creating and maintaining a listing of all progress, technical, and financial reporting requirements and their associated deadlines.
* Provide forecasting and historical expenditure reports to the Principal Investigators (PIs) on a monthly basis, and meet with PIs as needed to review and update as needed.
* Monitor and keep current with government regulations regarding contract and grants accounting, specifically Uniform Guidance.
* Provide interpretation and application to University faculty and staff as needed.
* Serve as backup for the pre-award budget development and grant submission process.
* Recommend, implement and maintain policies and procedures and associated documentation ensuring compliance with internal controls, generally accepted accounting principles, governmental cost principles, and federal/state/local laws.
* Review and monitor disbursements and budget changes to ensure compliance to policies and laws. Initiate strategic improvements to procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Demonstrated computer competency and working knowledge of Microsoft Outlook, Word and Excel.
* Strong accounting skills.
* Excellent written and verbal communication skills.
* Ability to respond to a wide variety and volume of requests from numerous individuals in a timely and professional manner. Must have a strong focus on attention to detail and accuracy.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in accounting, finance, public administration, business administration or the equivalent, plus three (3) years in a higher education environment working with a sponsored research institution.

**PREFERRED QUALIFICATIONS:**

* Five (5) years of sponsored research financial accounting administration experience in a higher education setting.
* Knowledge of OMB Uniform Guidance compliance requirements.
* Knowledge of federal agency policies (e.g. NSF, NIH, NASA).
* Independent thinker and analytical problem solver.
* Demonstrated ability to improve processes and enhance systems.
* Effective negotiation, analytical, and interpersonal skills.
* Knowledge of Workday ERP system

**REQUIRED LICENSES, CERTIFICATIONS, AND/OR OTHER SPECIFIC REQUIREMENTS OF LAW:**

* Must possess a valid driver’s license.
* This position requires a criminal background check.
* This position is subject to federal and state privacy regulations.

**NORMAL WORK SCHEDULE:** Monday – Friday, 8:00 a.m.-5:00 p.m. Occasional overtime (weekends and evenings) may be required.

**TARGET HIRING SALARY**: $50,620- $55,000/annually, commensurate with experience.

**APPLICATION DEADLINE DATE**: The position is open until filled.