



Position: Financial Research Coordinator

Department: Geographical Sciences

Salary: Low 60's to low 70's, commensurate with qualifications and experience

Additional Salary Information: This position is a 12-month, full-time exempt status. Excellent benefits package, including health insurance, sick and annual leave, retirement subsidy, and tuition remission.

Duties: The Department of Geographical Sciences conducts research to advance an integrated understanding of the Earth and spatially distributed human processes, especially at the interface between the human and natural systems. These research projects involve integrative research in the physical and social sciences that spans local to global scales with a strong international fieldwork and travel component and are funded by many different funding agencies with different regulations and reporting requirements.

Financial Research Coordinator will have primary responsibility for the contract and grant administration (both pre- and post-award) for the projects under their supervision and serves the critical role of financial analyst for their assigned research portfolios. Responsible for using financial forecasting tools to confirm that each Principal Investigator (PI) is solvent (able to meet financial obligations) for the fiscal year. In addition, working with financial forecasting tools, identify available budget surplus (funding available to expand the research enterprise) or budget deficits (lack of funding to sustain the research enterprise) for each PI and help them plan accordingly. Financial Research Coordinator will be expected to meet annually with Director of Administrative Services and Chair to confirm financial stability of their research portfolios for the upcoming fiscal year.

The Financial Research Coordinator must apply advanced knowledge of University and Federal Regulations in order to facilitate the high volume of international collaboration and travel. The Financial Research Coordinator will help develop and improve policies and procedures that ensure maximized efficiency while minimizing risk in the management and administration of these Geographical Sciences research projects.

This position will be a member of an administrative team of an Assistant Director and Financial Research Coordinators in the Department of Geographical Sciences. Coordinator will manage five to seven million dollars per year in grant funding representing approximately 30 separate grant accounts. These projects will generate an equivalent number of proposals per year and support approximately 30 research staff. This oversight consists of: 1) extensive support to faculty and staff during all phases of proposal development, including assisting in the development of budgets that conform to regulations; 2) monitoring spending on awards against the proposed budgets, reconciling the Department's records to the University's accounting system and providing financial forecasting for their assigned research portfolios; 3) review and approval of all research related expenditures including payroll, travel and equipment purchases to ensure they are appropriate and allocable; 4) monitoring balances, expiration dates, and reporting requirements to ensure timely submission of reports and close out of the awards as required by the sponsor; and 5) identify potential funding sources through collaborations with campus research and development offices.

Qualifications: A bachelor's degree is required. Three to five years of federal grant management experience required. Must be familiar with developing proposals, budget projections and post award grant administration. Must be familiar with federal regulations including Uniform Guidance and the FARs. Successful candidate will possess excellent interpersonal, oral and written communication skills, and attention to detail. Ability to handle multiple, sometimes competing priorities, and provide excellent outcomes within required time frames. Proven analytical skills are required, proactive solution orientation is a must, as well as the ability to be responsive to the needs of PI's and Research Faculty.

Preferences: Grant management experience in an academic environment is highly desirable. Five to ten years of experience in federal grant management and a Master's degree in relevant field is preferred. Experience with NASA 533 reporting forms and foundation funding is desired. Experience in electronic submission to federal agencies and COEUS and Priority software systems is desired. Familiarity with UMD administrative systems, policies, and procedures is desired but not required. Experience in financial forecasting desired, but not required.

To Apply: For best consideration, submit a cover letter, resume, and contact information of three professional references by September 18, 2017 to <https://ejobs.umd.edu/postings/54283>.

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