

RESEARCH ADMINISTRATOR

Functional Title: BILLING & REPORTING ADMINISTRATOR (DHVI)

Job Code: 2627

FLSA: Exempt

Job Level: 81

Revised Date: 7/7/17

Job Family: 28

Occupational Summary

This position functions as a Billing & Reporting Administrator in a post award environment specializing in the financial management of contract/grant/cooperative agreement projects funded to the Duke Human Vaccine Institute (DHVI). This position is responsible for timely and accurate invoicing and financial reporting functions within their assigned portfolio. The Billing & Reporting Administrator should independently complete their assigned workload activity on a monthly basis, including the timely and accurate submission of contractual invoices and required detailed backup documentation on large/complicated contract awards related to DHVI. The Billing & Reporting Administrator functions as an integral partner, working closely with all levels of research personnel within the DHVI, always in an effort to promote compliant, efficient and effective administration of research awards. This position is also an integral partner to the OSP billing section integrating as a functional backup of additional section responsibilities in financial award management.

Work Performed

- Prepares routine/final invoices and financial reports based on the monthly workload assignments for the DHVI billing section (inclusive of all workload items),
- Completes all assigned workload activities in a timely manner, with accuracy in accordance with OSP standards and sponsor requirements,
- Directly manages the VTEU monthly contractual invoice preparations/supporting backup documentation, ensuring accuracy and timeliness to the sponsor,
- Assists in the compliant processing of all subrecipient payments related to the Duke Human Vaccine Institute (DHVI), and providing assistance and oversight in the subaward processes,
- Assists in the management of the Center for HIV/AIDS Vaccine Immunology (CHAVI) subawards via the CHAVI portal,
- Reviews and approves purchases requested by DHVI through the Buy@Duke portal,
- Maintains accurate/current 'Departmental Reporting Requirements' data in Duke's financial system (SAP) for all codes within the assigned portfolio,

- Assists with 'clean-up' for reportable codes that have ended, working with customers to resolve close-out documentation issues, overdrafts, outstanding cost accounting standards matters, cost sharing commitments, salary cap calculations, etc.,
- Utilizes SAP management/reporting tools on a continual basis to review/analyze for completeness of billing & reporting records created; verifies/ensures accuracy of related data in the Closeout Notification System (CONS),
- Provides timely, accurate and courteous assistance to all external and internal partners to DHVI in all phases of post award management (award set-up through financial closeout); responds with a professional and helpful tone (both in verbal and written communications),
- Delivers the customer support standard of excellence through common understandings of research administration goals, proactive listening and proper professional responses,
- Provides the Associate Director with regular status updates on workload completion/at risk workload items,
- Maintains complete and organized award files (hardcopy and electronic data files) as the official records of the University,
- Assists in ensuring compliance with policies set forth by the university and/or external agencies; participates on teams to establish/maintain procedures and guidelines for OSP operations,
- Provides backup to the team in their administration of other awards made to the DHVI units,
- Performs other assignments as requested by leadership.

Required Qualifications at this Level

EDUCATION/TRAINING:

- Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program. Research or grants education and/or certification is preferred. The Certified Research Administrator (CRA) or the Certified Financial Research Administrator (CFRA) certification is preferred.
- Training: Successful completion of the QuickStart in Research Administration Program (on-line), Financial Services Introduction to SAP, Introduction to Duke GL, Introduction to Accounting, Sponsored Research Reporting, and select other trainings are directed by leadership.
- Successful completion of the Research Administration Academy (RAA) certification. Employees hired into this position without the expected credentials will work closely with their manager to schedule and complete all training within a reasonable period of time (generally 18 months). Successful completion of all expected training will be an annual performance goal until complete.
- Upon successful completion of expected training, the employee must maintain Research Administration Academy (RAA) certification by completing continuing education requirements.

EXPERIENCE:

- Work generally requires five years of relevant research administration experience.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

SKILLS:

- Knowledge
 - Solid understanding and application of applicable Federal and sponsor specific regulations/laws and guidance relating to extramural funding (e.g., Uniform Guidance – 2 CFR 200; Federal Demonstration Partnership; Department of Health and Human Services; National Science Foundation; Department of Defense, Department of Education and more)
 - Ability to interpret and apply post award guidance from Duke University policies and procedures
 - Understanding and application of basic internal control concepts, including adequacy and completeness in documentation during the daily management of sponsored awards
 - Understanding of broad concepts related to many aspects of Federal financial research compliance and assist leadership in functionalizing those concepts into processes and strategies for meeting compliance expectations. Application of these fundamental post award management concepts will be applied to an assigned portfolio
- Communication
 - Ability to communicate effectively both verbally and in writing with all levels of the organization
 - Understand when to escalate issues to leadership, when necessary
- Analytical
 - Ability to analyze large amount of data, formulating conclusions and provide summary level reports as needed
- Organizational
 - Ability to manage and prioritize multiple projects/tasks simultaneously
 - Ability to work as a team member and individually, depending upon the tasks or goals at hand
- Team Player
 - Willingness to be a team leader or collaborator utilizing appropriate time/resource management having a high regard of personal responsibility with respect for confidentiality

- Systems
 - Ability to learn and apply changing technologies related to research administration management
 - Knowledge of research administration automated processes/systems
 - Knowledge of processes and systems related to or involved in the management of cost-sharing, indirect costs, effort allocations and more
 - Solid working knowledge of MS Office Suite (Word, Access, Excel, Power Point)
 - Solid working knowledge of organizational financial systems (SAP or other similar systems)

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.