**Senior Finance & Grants Administration Manager** **-** **1702003**

 

**Required Qualifications:** **(Evidenced by an attached resume)**

Bachelor's degree in related field. A combination of education and full-time related responsible administrative experience to include grant management and Human Resources functions totaling four (4) full-time years may be considered in lieu of the degree. Three (3) years of responsible, full time administrative experience to include grant management and financial management is required. Professional experience with maintaining account financials, budget forecasting and database management using excel spreadsheets.

​​**Preferred Qualifications:**

Master's degree in related field. Experience with University financial procedures for Research Foundation, State, Stony Brook Foundation, and IFR. Previous SBU Human Resources experience is desired. Prior experience with contracts and working with industry sponsors is preferred.

**Brief Description of Duties:**The direct management of approximately $3M-$5M in funding from multiple state, federal and private funding sources and approximately $1.1M in matching funds. Incumbent must have outstanding written, verbal, and interpersonal communication skills. Experience successfully working independently as well as part of a team with a collaborative approach to problem solving. Strategic and analytical thinking skills with an ability to solve problems and make effective decisions. Strong organizational and time management skills with exceptional attention to detail.

**Grant Management** - The incumbent is responsible for the direct management of approximately $2M in State funding and approximately $2M in industrial and private funding annually. The management of these funds require extensive interaction with corporate sponsors including senior executives within the bioscience industry, state and federal officials, and Research Foundation grants management and sponsored programs staff. Incumbent must oversee contract negotiations with corporate sponsors. Must monitor state and industry budgets for accuracy, and modify as appropriate. Executes and monitors all transactions against the awards to ensure compliance with sponsor contract and guidelines, maintain payroll continuity, and recommends action to management when necessary. Responsible for ensuring that the Center meets the complex reporting requirements of all sponsors, including New York State. This involves a 6 months progress report and an annual final report which require extensive interaction with industry CEOs to collect and documenting financial and economic impact claims. The incumbent also tracks and facilitates the implementation of research contracts between Center-funded faculty and industry.Incumbent prepares all budgets for grant submissions to state, federal and industry sponsors, and coordinates all necessary approvals. Ensures the grant proposal complies in all regards with the guidelines issued in the RFP. Redistributes personnel effort accordingly.

**Financial Management** - The incumbent is responsible for the establishment and continual improvement of the necessary operating procedures related to the Center for Biotechnology's financial systems. Prepares financial reports for the senior management, conduct analysis, and makes recommendations regarding financial and operating matters. Financial responsibilities include development of operating budgets for internal management purposes as well as to meet the complex requirements of various sponsors. Handles payments to the Center for various programs and events. Must manage all Center of Biotechnology accounts (sponsored awards, IFR, Royalty income, IDC, Conference revenue, Stony Brook Foundation, FSA etc), including expenditure approvals, transfers and account reconciliations. Must independently determine which expenditures to charge against which accounts. Must also track expenditures related to the Center's corporate contracts, and compile financial reports as necessary.

**Human Resource Management** - Initiates and coordinates recruitment plans and facilitates the processing of all personnel actions for the department. Establishes search committees when necessary and coordinates those interactions. Prepares personnel actions, i.e. appointments, reappointments, promotions, leaves, termination, etc. Serves as primary liaison to VP Coordinator, HR and AA/EEO.

**Administration** - Independently coordinates all administrative functions for the Center for Biotechnology including purchasing, and travel. Serve as a liaison between the Center and all administrative offices on and off campus. Interprets state and university policies and guidelines and advises management regarding administrative procedures.

Other duties or projects as assigned such as event planning and support for Center programs and activities.

**Special Notes**: The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Exempt position, not eligible for the overtime provisions of the FLSA.

**Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at** [**stonybrook.edu/tobaccofree**](http://www.stonybrook.edu/tobaccofree)**.**

**About Stony Brook:**

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollack House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Equal Opportunity Employer, females, minorities, disabled, veterans.

If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632- 6161 or the University Hospital Human Resources Department at (631) 444-4700.  In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350.  It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>

**Official Job Title:** Project Staff Associate

**Job Field:** Administrative & Professional (non-Clinical)

**Primary Location:** US-NY-Stony Brook

**Department/Hiring Area:** Center for Biotechnology-The Research Foundation for The State University of New York at Stony Brook

**Schedule:** Full-time  Day Shift  8:30 am - 5:00 pm  **Pass Days:** Sat, Sun

**Posting Start Date:** Oct 18, 2017

**Posting End Date:** Nov 1, 2017, 2:42:07 PM

**Salary:** $65,000-$77,000

**Salary Grade:** E99

**Appointment Type:**Regular

To apply: <http://www.stonybrook.edu/jobs/>