



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position: A04390**

**Date: 8.7.18**

## ADMINISTRATIVE POSITION ANNOUNCEMENT

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**TITLE OF POSITION:** Manager, Grant Accounting and Compliance

**DEPARTMENT:** Finance, Rose Hill

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluate post-award grant processes and systems, and lead initiatives where re-engineering is relevant to the establishment of best practices
- Develop and maintain fiscal post-award grants policy and procedures
- Serve as expert on Uniform Guidance and other regulatory rules, including Generally Accepted Accounting Principles (GAAP)
- Apply expert knowledge and interpretation of regulatory provisions to all facets of fiscal post-award grant administration, ensuring University compliance
- Promote and maintain excellent relationships with faculty, administrative staff, and Office of Sponsored Programs, including providing outstanding and efficient customer service
- Maintain, and monitor analytic reports that evaluate the University's total grant portfolio and cash-flows, including the development of a monitoring and reporting process to facilitate completion of grants by their period-end dates and other improvements
- Perform meaningful pre-award review of grant proposals, engaging with Office of Sponsored Programs, identifying potential red flags or compliance circumstances prior to University commitment
- Monitor regularly and consistently all University grant activity (i.e. reviewing expenditures and cost-transfers for allowability, allocability, reasonableness), mandatory cost-share or matching requirements, and other compliance or regulatory requirements.
- Manage and perform tasks including grant budget setup provisions, the initiation, preparations and delivery of all grant fiscal reports (interim and final) and invoices/drawdowns, equipment inventory counts, sub recipient monitoring review procedures, and other various tasks
- Respond to external and internal audit requests, including preparing the annual Schedule of Federal Awards and University fiscal year audit requests, ensuring that comprehensive and well-organized documentation is readily available to support all requests
- Design and deliver training, guidance and communications to Principal Investigators and fiscal administrators, regarding best practices, University policy and procedures, funding agency rules and regulations, and other fiscal post award activities

### QUALIFICATIONS:

- Bachelor's Degree in Accounting, CPA and/or public accounting experience preferred
- A self-motivated individual who can work independently and solve problems
- Quantitative financial analysis skills, developing data queries, data warehouse extractions, etc.
- Must include extensive knowledge and 5 years related experience with grants, specifically the Uniform Guidance, grant accounting, and all other facets of post-award fiscal grant administration
- Experience with financial systems, Banner, TM1, Blackboard Analytics and Hyland desirable
- Excellent oral and written communication skills
- Excellent MS Office, particularly Excel skills
- Ability to manage personal, projects, adapt, be receptive to new ideas and able to work overtime when necessary
- Excellent problem-solving, communication, organizational, planning, data management, and time management skills
- Impeccable attention to detail and accuracy,

**SALARY:** Commensurate with experience

**STARTING DATE:** ASAP

**Send Cover Letter and CV to:** [hr@fordham.edu](mailto:hr@fordham.edu)

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