

Senior Grants Specialist

Position Details

Seated Employee Information

Employee First Name

Employee Last Name

Employee ID

Position Information

Position Title Senior Grants Specialist

Position Number 390220

FTE 1.0

Effective Date 11/30/2018

FLSA Non-Exempt

Class Code 2415

Job Group Professionals

Department Research & Sponsored Programs

General Summary The Senior Grants Specialist ensures all post-award job functions are completed in a timely manner. Reconciles cash and aged accounts receivable.

Required Qualifications High school diploma or equivalent.

Seven years of relevant full-time experience managing research grants/contracts and sponsored programs.

Experience operating a personal computer and proficient in Microsoft office (Word, Excel, Access, and Outlook).

Any appropriate combination of relevant education, experience, and/or certifications may be considered.

Preferred Qualifications Bachelor's degree or higher from an accredited institution in an appropriate area of specialization.

Experience in managing research grants/contracts and sponsored programs.

Knowledge, Skills & Abilities Knowledge of office computer applications including Windows and Microsoft Office (Outlook, Word, Excel, and Access).

Familiarity with the Code of Federal Regulations Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance 2 CFR Part 200.)

Knowledge of and ability to follow university, Federal, and contracts and grants' policies, procedures, and guidelines.

Excellent written and verbal communication skills.

Ability to work in a team environment and be self-motivated.

Ability to make independent judgment and to work in highly sensitive situations within the context of external regulations, university policies, and legal constraints.

Job Duties

Essential Job Duties

- Monitors time and effort reporting for contracts and grants to ensure compliance with appropriate Uniform Guidance 2 CFR Part 200, and university policy and procedures.
- Reviews the Banner payroll cost reports and the faculty activity reports to ensure actual effort is reasonable to the percentage effort actually paid on the grant and makes adjustments as necessary.
- Monitors cost sharing documentation for contract and grants to ensure compliance with appropriate Uniform Guidance 2 CFR Part 200 and university policies and procedures.
- Reviews the Banner payroll cost reports and faculty activity reports to ensure actual cost share is reasonable to the percentage cost share actually paid on the grant.
- Invoices located in Finance and Accounting are also reviewed to determine whether the expenditures for cost sharing are allowable and can be used towards match.

- Reviews budget transfers for compliance with sponsor guidelines, verifies available balances, and makes sure explanation is sufficiently detailed and input into Banner. Checks Banner screens, grant files, and the explanation contained in the budget transfer document.
- Receives cash, checks and/or credit card payment. Must be PCI Compliant.
- Reviews personnel forms, EPAF, & Eagle Jobs for budget availability, compliance with sponsor guidelines, and university policy and procedures. Checks the grant file, Banner screens, the principle investigator handbook, and HR policy and procedures for allow ability.
- Performs aging analysis of accounts receivable for grant billing to ensure timely payment from grant sponsors. Checks the FRAAREV screen in Banner for each grant and the monthly billing file kept by the supervisor.
- Reconciles cash balances in ORSP trust fund with Banner. Prints out the month end balance from FGITBSR in Banner and checks the cash balance for each grant account.

Other Job Duties**Other Duties**

- Performs other duties as assigned by supervisor.

Position Budget Information**Budget Summary**

Budget Account Name	Sponsored Research
Budget Account Number	20955-20955-300100
Amount	\$42,000
Percentage Funded	100%

Hiring Range

Hiring Range \$18.20 - \$20.11 hourly (\$38,000 - \$42,000 Annual)

ADA Form**WORKING ENVIRONMENT AND CONDITIONS**

This position spends the majority of Inside the day working:

Select if there is any exposure to any Computers/Monitors of the following elements:

PHYSICAL EFFORT

PLEASE SELECT THE REQUIREMENTS THAT ARE RELATED TO THE ESSENTIAL DUTIES OF THE POSITION.

Lifting

0-30 pounds Rare 0-30%

30-60 pounds

60-90 pounds

90+ pounds

Exertion**Cardiovascular**

Large Muscle Motor Control

Mobility

Pushing

Pulling

Bending**Squatting****Crawling****Reaching****Standing****Sitting/Sedentary** Frequent 60-90%**Walking** Rare 0-30%**Climbing****Hand Movement****Repetitive Motion****Finger Dexterity** Constant 90-100%**Grasping/Holding****Writing****Vision****Color Distinction****Visual Inspection****Visual Perception****Eye/Hand Coord.****Sensory****Hearing****Speaking****Smelling****MENTAL CAPABILITY REQUIREMENTS**

SELECT ONE FROM EACH CATEGORY THAT IS MOST RELEVANT TO THE POSITION.

Comprehension Understand complex problems and collaborate to explore alternative solutions.**Organization** Organize and prioritize individual work schedule to manage multiple tasks and projects.**Decision Making** Make decisions that have significant impact on a department's credibility, operations, and/or services.**Communication** Communicate for the purpose of explaining, interpreting, and/or negotiating.**TASKS**

PLEASE SELECT THE REQUIREMENTS THAT ARE RELATED TO THE ESSENTIAL DUTIES OF THE POSITION.

Making Group Presentations Rare 0-30%**Memorization/ Concentration****Learning/Knowledge Retention****Preparing/Analyzing Figures** Occasional 30-60%**Use of computers and office equipment** Frequent 60-90%**Compose documents to convey** Rare 0-30%**Emotional/Behavioral Self-Regulation** Frequent 60-90%**Interacting with others** Occasional 30-60%

Supervisory Position

Supervisor Position Description**Job Title** Director, Research & Sponsored Programs

Position Number	301710
Org Unit	Research & Sponsored Programs
First Name	Donna
Last Name	Gilmore
Email	dgilmore@fgcu.edu

Seated Employee

This position description is vacant.

Position Documents

No documents have been attached.