

DRI is accepting applications for Post-Award Grants and Contracts Manager Reno, NV Campus – Requisition #R0115496



Reporting to the Vice President for Finance and Business (VPFB), the Manager, Post-Award Grants and Contracts assumes primary responsibility of the post-award process for the Desert Research Institute's external grants and contracts, as well as responsibility for the accounting function with respect to internal research funding. Advises and collaborates on all aspects of post-award grants and contracts administration. Together with the VPFB establishes and implements the grants and contracts department objectives, reporting, policies and procedures. Directs post-award activities for the Grants and Contracts area for the Financial Services Office, including day-to-day administrative and financial functions and regulatory compliance. Serves as liaison with federal, state, and local governments, sponsors, and national organizations. Provides support, assistance, and education to business managers, faculty and staff regarding post-award activities.

Primary Responsibilities

- Directs day-to-day operations of post-award grants and contracts for the Financial Services Office (FSO), including supervision, training and evaluation of employees reporting to the position
- Develop, implement, and maintain a system to ensure high standard for accuracy and timeliness of the department's work
- Develops, updates, and implements policies and procedures related to grants and contracts to ensure institutional compliance with federal, state, NSHE, and DRI regulations and policies
- Advises and communicates with the VP for Finance and Business in all aspects of post-award administration. Provides leadership in the planning, design and implementation of DRI objectives for post-award administration of grants and contracts

Required Qualifications

- Bachelor's degree in accounting, business, finance, or related area
- At least 6 years of experience directly related to grants and contracts accounting and administration
- At least 3 years of supervisory experience
- Knowledge of and ability to interpret and apply Federal regulations, including Code of Federal Regulations, OMB Uniform Guidance Title 2: Grants and Agreements, Federal Acquisition Regulations, sponsoring agency regulations and guidelines
- Comprehensive knowledge of grants and contracts accounting principles, fund accounting and GAAP, grant and contract audit procedures and indirect cost rate negotiation process
- Transactional post-award research administration experience

Conditions of Employment

Employment is contingent upon a successful completion of a background check.

Compensation/Benefits

Starting salary is commensurate with experience and education. DRI offers a benefits package that includes health, dental, vision, life and long-term disability insurance; including 14.5% retirement match, 24 annual leave days, beginning balance of 30 sick leave days, 11 paid holidays, and the choice of two health insurance plans. This position is eligible for relocation assistance.

The Desert Research Institute (DRI) is a recognized world leader in investigating the effects of natural and human-induced environmental change and advancing technologies aimed at assessing a changing planet. For 60 years, DRI research faculty, students, and staff have applied scientific understanding to support the effective management of natural resources while meeting Nevada's needs for economic diversification and science-based educational opportunities. With more than 400 employees and two main campuses in Reno and Las Vegas, DRI is one of eight institutions in the Nevada System of Higher Education.

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For complete details and to apply, visit us at
External Posting URL: https://nshe.wd1.myworkdayjobs.com/DRI-External/job/DRI---Reno-NV/Manager--Post-Award-Grants-and-Contracts_R0115496

Review of applications will begin immediately. Qualified individuals are encouraged to apply immediately as the recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

DRI is an AA/EEO employer who gives consideration in employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression.

Individuals with disabilities or protected veteran status are encouraged to apply.