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The position of Post Award Financial Manager holds responsibility for overall financial management for the Office of Sponsored Programs, including expense and deficit monitoring, financial reporting, cash management, revenue reconciliation, balance sheet activity, expense monitoring, and closeout of sponsored projects. This person will be a key member of the research support team and will serve as a resource to faculty and administrators in the administration of sponsored research. This position is responsible for ensuring that business processes and practices are effectively and efficiently deployed to provide the highest level of support to the research community.

**Responsibilities:**

**Financial: 85%**

* Oversee the reconciliation of sponsored research accounts revenue, expenses and balance sheet activity, track outstanding invoices, monitor collection activity, subrecipient financial monitoring, time and effort compliance certifications and provide general accounting support to faculty and OSP staff.
* Manage cash flow and proper financial reporting of research project expenditures and revenue, refer accounts receivables for write offs or collections and authorize refunds to sponsoring agencies as needed.
* Work with the Director to strategically align OU’s expenses for maximum reimbursement of the F&A rate. Participate in the preparation of the data collection process for OU’s indirect cost rate proposal.
* Coordinating and preparing response to all audit requests; follow-up and implement, if necessary, any audit recommendations
* Enhance OSP’s fiscal reporting and analysis tools for frequent ad hoc analyses of sponsored research activity, rate-setting, and other complex modeling

**Policy Development, Operations and Outreach: 15%**

* Provide expertise and consultation related to regulatory and policy issues around fiscal management of research projects to OSP staff, Assistant Deans, and faculty.
* Remain knowledgeable about current federal regulations, pending changes, OMB Circulars, Federal Acquisition Regulations and Cost Accounting Standards.
* Work with the Director and the Vice President for Research to develop policy and processes that comply with general accounting standards, University policy, and sponsor regulations.
* Assist in the maintenance of OSP’s Research Management software (Cayuse) and work with internal and external partners to intentionally and thoughtfully add post-award modules to improve services to the campus. Ensure there are adequate training materials and coordinate with other campus offices and faculty on process changes. Ensure quality control over financial data entered in the University’s financial system.
* Develops Post Award training material for campus. Training will be targeted to the audience and include one on one trainings, larger training sessions and web material.

**Minimum Qualifications:**

* Three years experience with financially managing sponsored projects or experience managing financials in higher education.
* Bachelor’s degree or equivalent experience.
* Excellent communication skills (oral and written).
* Problem solving and analysis skills. Ability to critically analyze information in order to make independent decisions.
* Demonstrated faculty support skills, the ability to work effectively with a wide range of constituencies in a diverse community and the ability to meet multiple deadlines.
* Experience with enterprise financial systems.

**Preferred Qualifications:**

* Master’s degree, any field
* Working knowledge of public higher education systems.
* Significant and progressive experience in sponsored project financial administration; working knowledge of OMB Circulars and other pertinent external regulations.
* Experience with Banner or other similar enterprise financial system.

**How to Apply:**

Applicants will be asked to complete an online application (personal information, demographic information, references, veterans status) and upload a resume and cover letter.

**Compensation:**

Starting salary will be determined by the qualifications of the selected applicant balanced with departmental budget availability, internal salary equity considerations, and available market information. Oakland University provides an attractive benefits package.

**Background Investigation Required:**

Yes