



Grant Analyst

Texas Lutheran University invites applications for a Grant Analyst. The Grant Analyst serves to provide oversight and facilitate post award administration and compliance over the life cycle of external grants and contracts. This position provides support to researchers, administrators, development and business office functions regarding the allowance, allocation, and transactional processes on sponsored programs and its related programmatic needs. The Grant Analyst may perform a range of other duties within the university, as needed, but are distinguished by their expertise in compliance and grants administration.

Position requirements include:

- Bachelor's Degree with three to six years of related experience, or an equivalent combination of education and experience. Preferably prior experience in sponsored programs and contracts administration. CRA and CFRA certifications are also preferred.
- Knowledge and understanding of applicable federal regulations, grants management, Uniform Guidance (2 CFR 200), FASB, pertinent regulatory standards, sponsor requirements, and university policies such as OMB A-21, OMB A-110, 2 and Cost Accounting Standards
- Ability to interpret and analyze financial data/issues and propose viable solutions
- Ability to work independently and to prioritize workload; ability to manage multiple tasks under pressure and have excellent time management skills
- Comfortable with new technologies and proven ability to acquire knowledge of new systems in a short period of time. Ability to understand system design and flows
- Understanding of and appreciation for a church-related university

Essential Functions:

- Assists with the university's relationships with external sponsors
- Assists with answering inquiries from the campus community to address business, operational, accounting, and reporting needs
- Assists with implementing changes in accounting, regulatory, and compliance requirements impacting higher education
- Monitors sponsored project activity including cost overruns, cost sharing, and unallowable/administrative expenses throughout project lifecycle to ensure compliance. Works collaboratively with department administrators to review costs for allowability, allocability, and reasonableness; ensures compliance with sponsor's requirements and university's policies. Works with departments and process partners to resolve issues

For the full job description, please click [here](#).

Benefits are competitive. Texas Lutheran University, an accredited university affiliated with the Evangelical Lutheran Church in America, is located 35 miles from downtown San Antonio. For more information about TLU, consult our web site at www.tlu.edu. Please submit an application, a resume, and the contact information for at least three professional references to:

Human Resources
Texas Lutheran University
1000 W. Court Street
Seguin, Texas 78155
E-mail: humanresources@tlu.edu
Fax: [\(830\) 372-6409](tel:830-372-6409)

Review of applications will begin immediately and continue until an appointment is made. Texas Lutheran University has been recognized as a "Great College to Work For" by the Chronicle of Higher Education and also is on the President's Higher Education Community Service Honor Roll. The University is an equal opportunity employer (EOE) and also is subject to the provisions of the Immigration Reform and Control Act of 1986 (IRCA). Texas Lutheran University is committed to diversity, and complies with all federal, state, and local laws.