

DARTMOUTH

Title: Research Administrator
Department: TDI
Reports to: Operations Director

Position #: 1010958
Category: Exempt
Date: 3/27/2019

Position Purpose

To provide financial analysis and oversight for department operating and project budgets. Applies an understanding of the principles and practices of financial and grants management to provide guidance in the accomplishment of financial and administrative activities.

Key Accountabilities

- Assists investigators in preparing proposals to funding sources, including development of moderately complex budgets for proposal submission, ensuring completion of all sponsor and College administrative requirements, and submitting electronic proposal materials.
- With limited guidance, develops, justifies and administers budgets for grants, sub-contracts, reserves and operating budgets.
- Monitors expenses and revenues for accounts, ensuring costs are properly allocated and providing regular status updates on actual and projected expenditures.
- Ensures compliance with College and granting agency policies, interpreting policies in collaboration with the Office of Sponsored Projects and Geisel Medical School.
- Makes recommendations to investigators to adhere to grant funder and College policies and address funding fluctuations.
- Monitors payroll funding levels, preparing and processing FTE distributions based on grant and departmental budgets.
- Interacts with representatives of Dartmouth College, Geisel, Dartmouth-Hitchcock, other academic institutions, and funding agencies to provide information requested, seek clarification of requirements, and collaborate on financial issues.

Performs other duties as assigned.

Minimum Qualifications

- One to two years of experience in not-for-profit accounting and grants management in an educational and/or research setting.
- Bachelors degree with a major in accounting, business administration, or the equivalent.
- Excellent accounting, management, organizational, and interpersonal skills.
- Proficiency in database management, spreadsheets, and other computer software.

Preferred Qualifications

- 3-5 years of relevant experience in accounting or budget management
- Demonstrated experience required to financially manage complex research projects.
- Willingness and ability to exercise judgment and initiative and to interact with faculty, staff, and outside agencies in a professional manner.
- Flexibility and openness to change
- Ability to plan work, set priorities, and respond to pressures, deadlines, and changes in schedules and priorities.
- Attention to detail and accuracy.

- Ability to maintain confidentiality and security of sensitive information.
- Ability to work effectively, independently, and as a member of a team.
- Knowledge of fiscal policies and processes and federal regulations.
- Familiarity with College accounting systems and procedures.