

The University of West Florida, located in Pensacola, Florida, seeks applications for the full-time Associate Director of Grants Administration (position 108920). This is a leadership position in the UWF Office of Research Administration and Engagement and will be tasked with comptroller-like review and reporting of sponsored research financial activities. The Associate Director will collaborate with RAE leadership to ensure full and complete reporting of sponsored research activity to university leadership, the Florida Board of Governors, and federal sponsors (e.g., NSF). Additionally, this position is responsible for conducting regular reconciliation reviews of sponsored research grants and contracts. RAE is committed to continuous improvement within and outside our office, so the Associate Director will contribute to internal and external training and professional development activities related to sponsored research financial administration.

Minimum Qualifications: Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Position Qualifications: Master's degree in accounting, business administration, or other appropriate area of specialization and four years of appropriate experience. Extensive knowledge of accounting, auditing and budgeting principles. Knowledge of contracting and subcontracting principles and guidelines, including legal terminology and standard clauses in contract law. Knowledge of statistical principles and analysis, including preparation of data summaries. Thorough knowledge and application of computer programs including but not limited to Microsoft Office applications, Google apps, Adobe Acrobat and Ellucian Banner.

Preferred Qualifications: Demonstrated experience with university (or similar) policies and procedures, federal and state rules, laws, and regulations governing sponsored research administration (including but not limited to 2 CFR 200). Current Certified Research Administrator designation. Possession of a State of Florida CPA certificate or equivalent. Working knowledge of Tableau and Ellucian Banner Document Management System (BDMS) software. Leadership and management experience.

Salary Range: \$65,000-\$75,000

Preferred Response Date is May 30, 2023; however, applications will be accepted until the position is filled.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and contact information for three references. References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu. The application preferred response date is April 26, 2023.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). E-Verify is required for employment. All applications for employment at the University are subject to Florida public records law.