

# Post Award Research Administrator

## Position Information

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### General Information

<b>Position Number</b>	000250
<b>Vacancy Open to</b>	All Candidates
<b>Working Title</b>	Post Award Research Administrator
<b>Position Designation</b>	EHRA Non-Faculty
<b>Employment Type</b>	Permanent - Full-time
<b>Months per Year</b>	12
<b>Work Schedule</b>	8:00 am – 5:00 pm; Monday – Friday; exempt
<b>Hours per week</b>	40+ Exempt
<b>FLSA Status</b>	Exempt
<b>Division</b>	Research
<b>Department</b>	Div of Research (Adm)
<b>Work Location</b>	Remote
<b>Salary Range</b>	\$54,900 - \$57,200
<b>Primary Purpose of Department</b>	Provide sponsored project management from budget approval to project closeout in post-award service teams supporting key departments. The Office of Grants and Contracts Administration ensures compliance with appropriate federal, agency, state, and university regulations, policies, and procedures; and administers sponsored projects for fiscal and programmatic compliance.
<b>Primary Purpose of Position</b>	Perform technical accounting duties involving the maintenance and reporting of financial accounting data. Work involves double-entry accounting ranging from posting to account ledgers, verifying entries, and working with financial accounts of moderate variety and complexity.
<b>Summary of Position Responsibilities</b>	<ul style="list-style-type: none"> <li>Under general supervision, provide administrative oversight and support for budgets, labor distributions, expenditures, cost sharing, project deliverables, and regulatory compliance; ensure appropriate and complete recording of project costs; resolve deficits; monitor subcontractor and consultant performance and billing; establish, maintain, and close out projects in the university accounting system.</li> <li>Verifies and ensures accuracy and validity of moderately complex transactions; examines accounting records to assure adherence to accounting standards and regulations. Understand, verify, and troubleshoot project accounting data related to research, report, and troubleshoot Banner Finance and HR discrepancies.</li> <li>Advise and assist faculty and department staff in the administration of sponsored projects. Interpret sponsor, university, and government regulations, guidelines, and policies. Maintain up-to-date knowledge and expertise in federal, state, local, and other agency regulations and policies to assure compliance. Remain current on applicable laws and the Uniform Guidance as they pertain to sponsored program activities. The position will be responsible for maintaining the integrity of the Grants and Contracts accounts for reporting.</li> </ul>

- Under limited supervision, review and approve expenditure transactions in accordance with federal, state, local, and university policies. Provide guidance on all aspects of an executed award to those served in the research community.
- Provide assistance to principal investigators, project directors, and staff; department administrators, and other customers with accurate complete, and timely information and reports. Assist as needed with sponsor audits and the Uniform Guidance annual single audit and compliance audit.
- Other duties as assigned

**Minimum Education/Experience**

Master's Degree OR  
Bachelor's degree and 0-2 years of experience OR  
An equivalent combination of education/experience.

**Preferred Education, Knowledge, Skills and Experience**

**Necessary Certifications/Licenses**

**Preferred Certifications/Licenses**

**Special Notes to Applicants**

Remote work must be within a 100-mile radius of the campus.

**Posting Open Date**

02/23/2024

**Posting Close Date**

**Open Until Filled**

Yes

**Proposed Hire Date**

04/08/2024

**If time-limited please indicate appointment end date**

**Contact Information**

## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. How did you hear about this employment opportunity?

- UNC Charlotte Website
- HERC Job Board
- Inside Higher Education
- Circa (formerly known as Local JobNetwork)
- Another Website
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Other

2. Where did you learn about this posting?

(Open Ended Question)

## Applicant Documents

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**Required Documents**

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest
3. Contact Information for References

**Optional Documents**