

Senior Reporting and Compliance Specialist

Position Information

General Information

Position Number	000249
Vacancy Open to	All Candidates
Working Title	Senior Reporting and Compliance Specialist
Position Designation	EHRA Non-Faculty
Employment Type	Permanent - Full-time
Months per Year	12
Work Schedule	8:00 am – 5:00 pm; Monday – Friday (exempt)
Hours per week	40+ Exempt
FLSA Status	Exempt
Division	Research
Department	Div of Research (Adm)
Work Location	Remote
Salary Range	\$62,100 - \$67,200
Primary Purpose of Department	The Office of Grants and Contracts Administration is responsible and committed to stewardship of sponsored projects while facilitating compliance with sponsor requirements, OMB Uniform Guidance, and other related rules and regulations, along with University policies. Throughout the life of the award, GCA provides directional day-to-day support to college-based post-award staff, faculty, and other units across the university to ensure financial compliance and proper accounting on sponsored awards.
Primary Purpose of Position	Apply accounting principles and practices to a variety of responsible accounting, budgeting, cost accounting, and/or other fiscal functions. Extensive knowledge of Uniform Guidance and other sponsor requirements concerning financial reporting and subrecipient monitoring. Ability to monitor and analyze expenditures on sponsored awards to ensure compliance with award terms and conditions; following OMB Uniform Guidance. Ability to apply accounting principles, perform financial analysis, prepare financial reports, and desk audits in an automated environment. Exemplary communication skills, both written and verbal. Communicates with all sponsors and principal investigators when gathering documentation for all financial reports, audits, or desk reviews; both internal and external. Communication must be clear and concise to help alleviate the need for multiple emails or revisions. Must have the ability to promote a commitment of understanding that enhances the campus climate for diversity, and foster a culture of inclusion and respect; and efforts to promote diversity through relationships. Duties include account report preparation and reconciliation, or supervising the performance of this function; working with administrators to evaluate accounting systems; examination of a variety of accounting documents to verify conformance to pertinent policies, procedures, and accounting standards; preparing reports and statements requiring interpretation and analysis of accounting records.
Summary of Position Responsibilities	The Senior Research Administrator, Reporting, and Compliance Specialist will monitor and analyze expenditures on sponsored awards to ensure compliance with award terms and conditions, following OMB Uniform Guidance. The successful candidate will have experience in applying accounting principles, performing financial analysis, preparing

financial reports, desk audits, and sub-recipient monitoring in an automated environment. Exemplary communication skills, both written and verbal; will communicate with all sponsors to request budget revisions, and gather documentation for all audits or desk reviews, both internal and external. Communications must be clear and concise which helps to alleviate the need for multiple requests and responses. The ability to provide excellent customer service by responding to inquiries related to agency requests and other requests related to the position. Provide quality and timely customer service to all in an efficient manner by communicating directly or indirectly to all those we service, internally and externally.

The Reporting and Compliance Specialist will communicate with agencies regarding external audit reviews and any other duties assigned. This position will independently respond to inquiries from internal and external clients, as well as assist the university research community in problem-solving; will provide several solutions to current situations to improve processes for the administration of sponsored awards; communicate clearly, work effectively with little supervision, and operate as a willing team member with the central administration and leadership across the campus.

Minimum Education/Experience

- Master’s degree and 1-2 years of experience; or a
- Bachelor’s degree and 2-4 years of experience; or
- An equivalent combination of education/experience.

Preferred Education, Knowledge, Skills and Experience

- Bachelor’s degree in Accounting or Business Administration and 2-4 years of experience in financial reporting on federally-sponsored awards, and/or Master’s degree in Accounting or Business Administration.
- Certified Research Administrator (CRA) certification.
- Knowledge of computerized information systems used in financial and/or accounting applications;
- Detailed knowledge of MS Excel to quantify and illustrate routine financial reports, and/or projections;
- Effectively manage time and resources to ensure that individual work is completed efficiently; improve work processes to ensure work is free from errors, take responsibility for accomplishing reporting deadlines while maintaining accountability for results;
- Convey information by communicating effectively and achieving levels of professional skill/knowledge by staying abreast of current developments and trends in areas of expertise;
- Extensive knowledge of OMB Uniform Guidance.

Necessary Certifications/Licenses

Preferred Certifications/Licenses

CRA – Certified Research Administrator

Special Notes to Applicants

- Remote work must be within a 100-mile radius of the campus.
- UNC Charlotte Benefits Information: <https://hr.charlotte.edu/benefits>
- The finalist will be subject to a Criminal Background Check.

Posting Open Date

02/27/2024

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

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

Required Documents

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

Optional Documents

None