

# Sr. Financial Analyst, Post-Award Finance and Compliance

## Position Information

### General Information

<b>Position Number</b>	000178
<b>Vacancy Open to</b>	All Candidates
<b>Working Title</b>	Sr. Financial Analyst, Post-Award Finance and Compliance
<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 - Candidate to must reside or be willing to relocate to North Carolina and live within a 100 miles of the campus in Charlotte NC
<b>Salary Range</b>	\$62,100 - \$67,708
<b>Primary Purpose of Department</b>	The Office of Grants and Contracts Administration (GCA) is responsible for coordinating the legal administration of contracts and grants and financial management of all sponsored funds awarded to UNC Charlotte.
<b>Primary Purpose of Position</b>	Apply accounting principles and practices to a variety of responsible accounting, budgeting, cost accounting, and/or other fiscal functions. Knowledge of OMB Uniform Guidance and other sponsor requirements concerning post-award finance and compliance. Provide expertise and expert knowledge of grants and accounting procedures, university policies, and sponsor requirements.
<b>Summary of Position Responsibilities</b>	<ul style="list-style-type: none"> <li>• As Sr. Financial Analyst of Post Award Finance and Compliance—the position serves to provide oversight/review and liaison on university billing, receivables, and collections on research-sponsored awards to ensure appropriate billing of grants for compliance with all applicable federal and state regulations including but not limited to allowability.</li> <li>• Perform Quarterly Account reconciliation reports, review/process subaward encumbrances and subaward invoicing. Prepare eCR refunding non-federal agencies during sponsor award closeout, identify irregularities within the above areas and work closely with other units within the university regarding fiscal compliance.</li> <li>• Solve problems associated with the accuracy of financial information and grant-related matters.</li> <li>• The Sr. Financial Analyst of Post Award Finance and Compliance may perform a range of other duties within the University, as needed, but are distinguished by their expertise in compliance and grants administration.</li> </ul>
<b>Minimum Education/Experience</b>	Masters of Business Administration, Finance, or Accounting and 1-2 years of experience; Bachelor of Business Administration or Accounting with 2-4 years of experience or equivalent education/experience

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

- Bachelor's degree preferred in Business or Accounting.
- Experience in Higher Education Research Administration in a Central Office.
- Banner Experience or other electronic financial systems.
- Proficiency in Excel and Word.

**Necessary Certifications/Licenses**

N/A

**Preferred Certifications/Licenses**

N/A

**Special Notes to Applicants**UNC Charlotte Benefits Information: <https://hr.charlotte.edu/benefits>

The finalist may be subject to a criminal background check and/or motor vehicle report.

- The Search Committee will not contact references without first verifying permission with the **finalist**.

Please ensure your full range of knowledge, skills, abilities, experience, and education are listed on your resume.

- Please ensure your resume reflects the knowledge, skills, abilities, and experiences to support your answers to the supplemental questions.
- Please submit a resume and cover letter with your application.

These documents will be used to evaluate your written communication skills as well as supporting documents of your knowledge, skills, abilities, education, and professional experience.

This is a fully remote position (with occasional appearances on campus) that will require the candidate to either reside or be willing to relocate to North Carolina and live within a 100 miles of the campus in Charlotte NC.

**Posting Open Date**

04/12/2024

**Posting Close Date****Open Until Filled**

Yes

**Proposed Hire Date**

05/06/2024

**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

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### Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest

### Optional Documents

1. Contact Information for References