

Senior Financial and Subrecipient Compliance Specialist

Position Information

General Information

Position Number	000180
Vacancy Open to	All Candidates
Working Title	Senior Financial and Subrecipient Compliance Specialist
Position Designation	EHRA Non-Faculty
Employment Type	Permanent - Full-time
Months per Year	12
Work Schedule	8:00am – 5:00pm; Monday – Friday
Hours per week	40
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	Purpose of position requires account report preparation and reconciliation, subrecipient monitoring, overseeing/processing cost share reporting, and overseeing/processing subawards including encumbrances and invoicing. 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 financial reports and statements requiring interpretation and analysis of accounting records. 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 financial reporting and subrecipient monitoring.
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Summary of Position Responsibilities

- Exemplary communication skills, both written and verbal.
- Communicates with all sponsors requiring the processing and oversight of subcontract encumbrances and invoicing, financial reports, and documentation for all audits or desk reviews both internal and external.
- Communications will be clear and concise to help alleviate the need for multiple emails or revisions.
- Responsibilities include subrecipient monitoring, subawards/subcontracts including encumbrances and invoicing, and cost share reporting.

Minimum Education/Experience

- Graduation from a four-year college or university with a degree in accounting or business administration and
- Two (2) years of research administration experience, or an
- Equivalent combination of training and/or experience.
- Knowledge of computerized information systems used in financial and/or accounting applications.

- Working knowledge of MS Excel to quantify and illustrate routine financial reports, and/or projections.
- The ability to effectively manage time and resources to ensure that individual work is completed efficiently.
- The ability to improve work processes to ensure work is free from errors, and take responsibility for accomplishing reporting deadlines while maintaining accountability for results.
- Clearly conveys information by communicating effectively and achieving levels of professional skill/knowledge by staying abreast of current developments and trends in areas of expertise.

Preferred Education, Knowledge, Skills and Experience

- Understands the requirements of OMB Uniform Guidance.
- Experience working in Banner Financial System and Perceptive Content System.

Necessary Certifications/Licenses

Preferred Certifications/Licenses

Certified Research Administrator (CRA) certification.
 Certified Financial Research Administrator (CFRA) certification.
 Banner Financial experience.

Special Notes to Applicants

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

Posting Open Date 06/05/2024

Posting Close Date

Open Until Filled Yes

Proposed Hire Date 07/15/2024

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