

The Business Manager (position no. 105420) in Research Administration and Engagement is a full-time position with the University of West Florida in Pensacola, FL. This position manages post-award activities of grants and contracts within one or more academic and research units (i.e., school, department, division, institute, or center) and provides data analytics of grant activities in accordance with federal, state, and pertinent UWF policies. These activities include review, reconciliation, projection, and revision of award finances, preparations of performance and financial reports in collaboration with principal investigators, and completion of award closeouts. The manager position requires excellent oral and written communication skills and an understanding of customer service, work quality, continuous improvement, and professionalism. The ideal candidate is expected to effectively facilitate the management of sponsored programs in collaboration with diverse constituencies, including students, faculty members, university administrators, and staff members of the UWF community. Assurance of compliance with federal, state, and university standards, as well as the ability to use electronic tools and computer software in managing the progress of grant execution and controlling grant finance, are essential. Specific responsibilities include:

- (1) Communicates award information to principal investigators (PIs), co-PIs, and relevant staff members.
- (2) Perform regular budget reviews and budget revisions, including coordination with program personnel and relevant individuals to make adjustments to adjust payroll for all budgeted positions and management of cost-sharing structures.
- (3) Manages reporting activities and compliance timelines through the lifecycle of the grant or contract.
- (4) Completes required financial reports and coordinate with the PIs on the associated performance reports for submission to the sponsor.
- (5) Ensures compliance with agency and University regulations regarding sponsored programs expenditures, reporting and requests.
- (6) Coordinates and submits requests for no-cost extension, fund carryover and rebudgeting, changes in scope of work and other changes of the awarded projects.
- (7) Invoices the sponsors and facilitates the approval of invoices to pay subcontractors.
- (8) Reviews and reports time & effort contributions of project personnel and manages effort certification process for assigned units.
- (9) Assists in transferring awards to and from UWF.
- (10) Closes out all funded projects consistent with university processes and timelines.
- (11) Performs grant-related responsibilities as required and/or assigned by RAE leadership.

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: Knowledge of accounting principles and understanding of the policies and procedures in publicly funded higher education institutions. Knowledge of federal and state rules, laws, and regulations governing sponsored research administration (including but not limited to 2 CFR Part 200). Ability to apply statistical principles for data analytics. Well-versed with modern computational and software tools including but not limited to Microsoft Office Suite, Google Suite, PDF document management and SCT Banner, networking, and workflow packages.

Preferred Qualifications: Master's Degree and 3 years of accounting experience. 1 Year experience with Accounting Software program. Certified Research Administrator (CRA)

Salary Range: \$65,000-\$70,000

Applications are continuously accepted until the position is filled but the preferred response date is 02/28/2025.

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 University of West Florida is an Equal Opportunity/Access/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.