JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Post-Award Grant Manager

Job Code: 7498

Salary Grade: S08

FLSA Status: Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

POSITION INFORMATION: Provides professional staff support on post-award activities. Provides administrative & financial support to state or national sponsored/grant funded programs through account reconciliation, account/grant monitoring, and payroll coordination. Provides reporting to SCC faculty to assist with management of large grants and programs with OUHSC central offices; prepares reports, attends meetings, and prepares financial data.

REPRESENTATIVE DUTIES:
1. **Account Reconciliation**. Reconciles accounts. Assists with management of multiple federal and non-federal grants. Uses PeopleSoft reports to balance financial statement transactions to source documents such as accounts payable transactions, deposits, and inter-university transactions. Meets with faculty to discuss financial reports, spending, payroll, and necessary changes.
2. **Statement Preparation**. Produces statements of financial activity based upon monthly departmental business that can include section financials, consolidated department financials, cash flow analysis, etc. Notifies appropriate personnel of irregularities and obtains proper signatures of authority as evidence of review.
3. **Account/Grant Monitoring**. Monitors departmental accounts, grants, accounts payable transactions, spending activity, etc. Prepares and enters requisitions and invoices/vouchers into PeopleSoft for payment.
4. **Cost Transferring**. Initiates/prepares cost transfers between various departments and service units.
5. **Data Maintenance**. Assists with maintenance of department¿s financial records, budget information, and other forms of data. Tracks payments, receipts, transactions, internal and external contracts, agreements, etc.
6. **Subcontract/ICA routing/set-up:** Works with PI, external entities, ORA, and Purchasing to collect, route, set-up and monitor all agreements on sponsored funds.
7. **Report Preparation**. Assists in preparation of financial reports to document activity, substantiate transactions, report findings, etc.
8. **Technical Assistance**. Provides information to departments across campus, principal investigators, vendors, and other staff in maintaining appropriate funds for salaries, expenditures, etc.
9. **Financial Analysis**. Assists in preparation of financial reports to improve departmental accounting procedures, at the request of department head/manager, etc. Reviews terms of contracts to ensure compliance.
10. **Budget Assistance**. Assists in the preparation of grant budgets and reallocations of funds.
11. **Quality Assurance**. Ensures the quality of data. Researches inconsistencies, and conducts follow-up investigations or consults with appropriate personnel.
12. **Payroll Coordination**. Requests payroll changes pertinent to departmental grants and other accounts.
13. **As Needed**. Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in a related field.

Equivalent/ Substitution: Will accept 48 months experience in lieu of a Bachelor¿s Degree for a total of 72 months experience.

Experience:

Required: 24 months of related experience.

Required Certifications or Licenses:

None.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Experience working with grants and contracts.
- Experience coordinating a large program.
- General accounting experience.

- Proficient in Microsoft Office, specifically Excel.
- Great attention to detail.
- Highly organized.

Preferences:

- Advanced Excel is preferred
- Experience in PeopleSoft, ECRT or other effort tracking software

Working Conditions

Standard Office Environment

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