



## Post-Award Grant Manager Senior

**Job Code:** 7499

**Salary Grade:** S09

**FLSA Status:** Exempt

*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.*

### Duties and Responsibilities

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

#### REPRESENTATIVE DUTIES:

1. **Account Reconciliation.** Reconciles accounts. Manages 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.** Maintains 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.** Prepares financial reports to document activity, substantiate transactions, report findings, etc.
8. **Technical Assistance.** Provides assistance to departments across campus, principal investigators, vendors, and other staff in managing and maintaining appropriate funds for salaries, expenditures, etc.
9. **Financial Analysis.** Performs 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 Qualifications

#### Education:

**Required:** Bachelor's Degree in related field.

**Equivalency/Substitution:** Will accept 48 months experience in lieu of a Bachelor's Degree for a total of 96 months experience.

#### Experience:

**Required:** 48 months experience coordinating a large grant or contract program or project.

#### 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.



## JOB DESCRIPTION

# The UNIVERSITY of OKLAHOMA

### Preferences:

- Advanced Excel is preferred
- Experience in PeopleSoft, ECRT or other effort tracking software
- Experience working with large consortium/collaborative grants
- Ability to manage large programs
- Knowledge of research administration processes

### Working Conditions

Standard Office Environment.

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