JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Post-Award Grant Manager Lead

Job Code: 8000

Salary Grade: S10

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 and advanced leadership in grant management activities. Provides administrative & financial leadership to state or national sponsored/grant funded programs by coordinating program management with account reconciliation, account/grant monitoring and analysis, and payroll coordination. Collaborates with SCC leadership and faculty to manage these large grants and programs with OUHSC central offices, prepares & analyzes reports, attends meetings, and analyzes financial data. May supervise grants finance staff and or projects to align with the mission of the Stephenson Cancer Center.

REPRESENTATIVE DUTIES:

1. **Account Reconciliation**. Reconciles accounts. Oversees 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. Documents any timing differences or reconciling items. 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 all 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 analyzing and maintaining appropriate funds for salaries, expenditures, etc.
9. **Financial Analysis**. Performs financial analyses for report preparation, to improve departmental accounting procedures at the request of department head/manager, etc. Analyzes 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. **Supervision.** May supervise additional Contracts/Grants management staff and/or serve as a team lead for Post Award Grants Finance team.
14. **As Needed**. Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor¿s Degree in related field.

Equivalency/Substitution: Will accept additional 48 months experience in lieu of a Bachelor¿s Degree for a total of 108 months of experience.

Experience:

Required: 60 months 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

- Supervisory experience.
- 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
- Experience working with large consortium/collaborative grants, contracting, & sub-awards
- Ability to manage large programs
- Knowledge of research administration processes

Working Conditions

Standard office environment.

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