

SENIOR GRANT ACCOUNTING SPECIALIST*

Function of Job:

Under administrative review of designated supervisor, responsible for the day-to-day financial/business operations of a major research unit, having active grants/contracts of at least eight to ten million dollars in funding annually, requiring specialized accounting/management skills and expertise/knowledge of government regulations, policies and procedures relative to grants and contracts.

Characteristic Duties and Responsibilities:

1. Monitor and review all departmental financial funds and active grant/contract funds, including working with project directors to assign and distribute faculty/staff salaries to appropriate grant and monitoring cost-share funds.
2. Assemble data and prepare reports and detailed balance sheets on grant/contract accounts and operating accounts for project directors and department heads.
3. Assist and advise department heads/project directors on operating and grant/contract budgets, relevant government regulations/policies/procedures, and USNH policies/procedures applicable to their respective research projects, as well as other business/management problems.
4. Gather data, perform analysis, and research in response to faculty/staff inquiries and ad hoc requests and projects.
5. Supervise, hire, evaluate and train support staff, as assigned, and initiate/approve all salary/payroll activity for all staff in major research unit.
6. Initiate all budget changes for grants/contracts and operating accounts, as well as distribution of new award dollars into proper USNH financial information system appropriation units, requiring verification of award to original proposal.
7. Initiate set-up of new accounts for major research unit and request/verify/monitor NFE accounts for grants/contracts.
8. Assist in the preparation of operating budgets for major research unit for each new fiscal year.
9. Assist and advise Project Directors on the procurement of specialized equipment and maintain supply stockroom, including inventory/re-orders, as assigned.
10. Represent major research unit on various campus committees, as assigned, and report on same to supervisor.
11. Reconcile and close out federal grant/contract accounts, including verification of final expenditures with Sponsored Research Office.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Accounting, Business, or related area and four years of related experience.
2. Supervisory and administrative abilities.
3. Experience in grants/contracts financial management, including knowledge of budgeting and accounting procedures for grants/contracts, and experience with financial information system.
4. Good knowledge of government regulations, policies and procedures relevant to grants/contracts.
5. Good communications skills.
6. Computer skills as required by department.

Additional Desirable Qualifications:

1. Experience in college/university business office.

10/06/05
System Approval

7/31/05
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.