

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Grants & Contracts Specialist  
Code: 19144  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Sponsored Projects Administration  
Reports To: Director, Grants and Contracts Financial Services

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## *Summary*

- Function: To provide specialized skills necessary for administering grants, contracts, and sub awards.
- Scope: Responsible for the administration and monitoring of complex subawards for the Research Service Centers.

## *Duties*

- Typical:
  1. Assist Principal Investigators and Research Service Centers with administering outgoing subawards.
  2. Prepare subaward agreements using standardized templates
  3. Review subaward invoices for cost allow ability and process vouchers for subaward payments
  4. Maintain log and tracking system for subaward agreements and subaward invoices
  5. Complete risk assessments and assist with other compliance checks
  6. Review award documents for completeness and compliance, requesting additional internal and external information as necessary
  7. Manage centralized mailboxes for Grants & Contracts Financial Services, Office of Sponsored Project Administration, and Subawards and ensure communications are distributed to the appropriate area or staff in a timely manner
  8. Assist with award set ups/modifications, posting of budgets, and processing of cost transfers as needed
  9. Assist with billing of grants and contracts as needed
  10. Performs other duties as needed.
- Periodic
  1. Assist with special projects or tasks as needed.

## *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited institution.	Bachelor's Degree in Accounting or related field from an accredited institution.
Additional experience can substitute for the degree on a one for one basis.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated effective organizational skills.	Knowledge of funding agency rules, guidelines, policies, regulations and programs.
Effective tact, diplomacy and judgment in dealing with a diverse customers.	
Criminal Background Check (CBC).	Working knowledge of Uniform Guidance.

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of experience specific to grant/contract administration.	Seven or more years of experience specific to grant/contract administration.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend hours.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision with detailed instruction on new assignments.	May directly or indirectly supervise Post Award and administrative staff.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.