

The University of Texas at San Antonio

Job Description

Job Title: Post Award Liaison and Manager of Audits
Code: 19149
Salary Grade: 61
FLSA Status: Exempt
Department/Division: VP Research
Reports To: Assistant Vice President for Sponsored Project Administration

Summary

- Function: Manages UTSA's post award relationships and the auditing process.
- Scope: Responsible for managing and enriching UTSA's post award relationships with the Health Science Centers, Medical Centers, and external collaborators. Responsible for managing all aspects of ARRA and other special post award reporting requirements. Serves as key person working with auditors and coordinating documentation needed for audits.

Duties

- Typical:
 1. Manages and resolves post award issues that may arise with the Health Science Centers, Medical Centers, and other external collaborators and partners.
 2. Provides leadership and advises upper administration on post award administration issues, especially those which involve local research partners such as the UT Health Science Center-San Antonio, SwRI, City of San Antonio, etc.
 3. Oversees post award special projects such as SALSI.
 4. Serves as the lead in managing audit issues and in working with auditors on issues pertaining to all sponsored projects.
 5. Serves as the lead on audits, including A-133 audits.
 6. Keeps upper administration apprised of audits before and during their occurrence.
 7. Works with Research Service Center Directors on collection, maintenance, and storage of appropriate documentation that is needed for reporting information to external agencies and for meeting audit requirements.
 8. Assesses post award risks and provides guidance to upper administration on risk levels.

<p>9. Manages all aspects of ARRA and other special post award reporting requirements.</p> <p>10. Other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. N/A
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Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Outstanding verbal and written skills.	N/A

Experience

Required	Preferred
Five or more years of experience in post award administration in higher education. Knowledge of the extramural grant and contract processes, rules, and regulations. Knowledge of OMB Circulars A-21, A-133 and A-110.	Post award experience at other institutions, particularly UTSA partner institutions.

Equipment

Required	Preferred
PC and general office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
Work independently with general direction and supervision from the AVP for Sponsored Project Administration.	Direct supervision of assigned staff.

Accuracy

Proficiency in all duties performed.

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.

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.