

The University of Texas at San Antonio

Job Description

Job Title: Research Finance Risk Management Administrator
Code: 19184
Salary Grade: 61
Department/Division: Office of Research Finance & Operations
Reports To: Director, Grants & Contracts Financial Services

Summary

Function:

To assist the Director in providing post award financial, high-level responsibility for regulatory and quality compliance services for the administration of sponsored projects.

Scope:

Works with The University's financial system for the identification, control and risk management of externally funded programs in compliance with federal, state and sponsoring agency requirements. Responsible for the analysis of financial information to ensure compliance with institutional standards and sponsor guidelines.

Duties

Typical:

1. Prepare, review and/or analyze financial reports to ensure compliance with federal administrative requirements and State, UT System, University and sponsor policies.
2. Serve as the lead in handling award set-ups and modifications and resolve issues in these areas.
3. Maintain and update Sponsor general information within financial system.
4. Monitor risk management activities and develop quality control processes.
5. Develop and administer internal procedures for sponsored projects administration.
6. Develop and coordinate responses to audit inquiries and findings, ensuring that they are accurate and timely.
7. Identify issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations.
8. Engage with grants and contracts staff of UT Share schools and other research institutions regarding best practices.
9. Perform other duties as assigned.

Periodic:

1. Assist the Director with the preparation and submission of financial reports in compliance with Federal, State and sponsor's requirements.
2. Provide training to support staff in the Grants & Contracts Office.

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Education

Required	Preferred
Bachelor's degree from an accredited institution in Business Administration with a major in Accounting or related field.	MBA in Accounting from an accredited institution.
Certification in Research Administration	

Other Requirements

Required	Preferred
Excellent verbal and written communication skills. Advanced analytical skills.	N/A
Strong planning, organizational and managerial skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience in financial post award administration of sponsored projects. Significant experience interpreting and implementing Federal, State and Private industry grant and contract regulations.	Five years of experience in accounting.

Equipment

Required	Preferred
Knowledge of personal computers, Microsoft Office, accounting software and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
General supervision from assigned supervisor.	May directly or indirectly supervise 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.