

Senior Sponsored Programs Analyst Job Description

The Senior Sponsored Programs Analyst will serve as a senior grant accountant in the Office of Sponsored Programs. The successful candidate will participate in audits as needed, including the annual A133 audit with the preparation of the schedule of expenditures, and providing documentation to the auditors as needed. Job responsibilities will also include the financial management of grants, preparation of drawdowns, oversight for effort reporting, and other financial functions including posting of fringes and indirects for the Office of Sponsored Programs. This position will report to the Director of Sponsored Programs at SOM.

Salary: Range WL/27S

The successful candidate should be proficient in the following areas:

- Development of financial statements
- Maintain and monitor budgets and related expenses
- Generate invoices and ensure all outstanding balances are collected
- Preparation and analysis of quarterly and annual financial reports
- Knowledge of federal regulations related to post-award management and able to apply that knowledge as applicable
- Ability to educate faculty and staff (both one-on-one and in group settings) on sponsor policies/procedures
- Ability to reconcile expenditures, and budget versus actual to the general ledger to ensure all transactions are authorized, allowable, and accurate
- Review and approve budget transfers, salary budgets, travel requests, etc.
- Update award tracking systems to ensure that financial reports and invoicing is completed in a timely manner
- Mentor other staff in the Office of Sponsored Programs
- Perform additional responsibilities as assigned

General Qualifications:

- Bachelor's Degree required, preferably in accounting or related field, 5 years of grant accounting experience may be substituted
- At least 3 years related experience required

Additional Qualifications:

- Experience with Banner ERP a plus
- Knowledge of federal and state circulars related to federal and state sponsored program awards
- Ability to prepare correspondence
- Ability to organize assigned work, analyze problems, and problem solve
- Ability to learn and utilize procedures currently used in the Office of Sponsored Programs
- Proficient in Microsoft Excel, Access, and Word.