

# Grants Finance Specialist

<b>Working Title:</b>	Grants Finance Specialist
<b>Job Family:</b>	Finance
<b>Proposed Classification Title:</b>	TBD
<b>Proposed Pay Grade:</b>	513 (Merit Pay Grade) P32 – P34 (P&S Pay Grade)
<b>Job Category</b>	Merit Professional & Scientific

## **Minimum Qualifications:**

TBD – dependent on job classification.

## **Summary:**

Provides value-added grants finance services to unit level grant managers by reconciling, reporting on, and approving various grant related activities. Maintains deep level of knowledge and understanding on all aspects of grants, including broad federal/state/industry regulations, policies, and procedures, as well as the terms and conditions of individual awards. Assists units with grant related activities and/or issues.

## **Example of Duties:**

- Provides exceptional customer service to units in the area of grants financial management.
- Works with units regarding grants financial activities and reporting needs.
- Works proactively with units to identify needs.
- Answer questions and resolves issues regarding grants financial information.
- Ensures grants accounting and reporting aligns with policies, procedures, federal and state regulations and the terms and conditions of the specific award..
- Maintains financial oversight of grants for a specific cost center.
- Provides financial information from Workday to Principal Investigators upon request or upon a schedule.
- Analyzes reports and recommends corrective action.
- Continuously evaluates transactions and reporting to effectively manage payroll allocations and transactions, cost sharing, and award closeout to ensure compliance with applicable regulations, policy, and procedures.
- Provides ongoing budget support to unit level grants contact, by monitoring budget to actual expense activity, and recommended budget amendments as needed.
- Interfaces and collaborates with central finance and university departments on complicated grants matters.
- Works in close collaboration with OSPA and SPA.
- Works in close collaboration with finance specialists and procurement/expense (travel) specialists to serve the needs of the unit level grant managers.

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- Provides support, including initiating or reviewing actions for payroll and cost sharing, to maintain accurate and audit-ready financial records from grant awarding through award close-out.
- Assists employees with understanding complicated grants accounting for individual units.

## **Preferred Qualifications:**

- Demonstrated experience in the management of grants and budgets.
- Demonstrated ability in providing strong, consistent customer service to a wide variety of customers.
- Experience working and collaborating with multiple stakeholders.
- Comprehensive understanding of local, state, and federal regulations as it relates to grants management.
- Strong communication skills, with an ability to function and succeed in a dynamic environment.

## **Expected Competencies:**

- **Accountability** – The ability to actively accept responsibility for consequences of one's actions.
- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Results Oriented** – consistently delivers desired results through consistent, quality service that meets mission goals and customer service standards.