Grants Finance Specialist

Working Title: Grants Finance Specialist
Job Family: Finance
Proposed Classification Title: Program Coordinator I/II (level dependent on complexity of Service Team)
Proposed Pay Grade: P33/P35
Job Category: Professional & Scientific

Minimum Qualifications:

Program Coordinator I:
Bachelor’s degree and 2 years of related experience; OR a Master’s degree; OR a combination of education and/or related experience totaling 6 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Program Coordinator II:
Bachelor’s degree and 4 years of related experience; OR a Master’s degree and 2 years of related experience; OR a combination of education and/or related experience totaling 8 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Summary – Grants Finance Specialist:
The Grants Finance Specialist provides value added support to customers as part of a Finance Service Team (FST). The Specialist will work closely with researchers, grant coordinators, central offices, and other Specialists to deliver superior customer service.

As the primary individual responsible for the financial management of grants (including subawards), the Specialist will support researchers and grant coordinators by proactively monitoring financial statements. They will recommend corrective action as needed and be proactive in ensuring that costs are charged to correct Worktags. The primary duties of this position include monitoring all financial activities and financial reporting specific to grants. Works with Finance Specialists on journal entries. Works with central offices such as SPA on managing the grant award processing and award close-out process. Monitors costing allocations and payroll accounting adjustments for grant-based individuals. Provides support for procurement services on grant-related purchases. Resolves complex financial compliance and costing issues for grants.

Duties Statements:

Customer Service:
• Provides exceptional customer service and support for financial activities of grants for assigned area.
• Anticipates the area’s needs and identifies improvements and new resources to support the area’s mission.
• Works with customers regarding grants financial activities and reporting needs.
Grants Finance Specialist

- Seeks to develop an understanding of the area being served in order to provide excellent customer service.

Collaboration:
- Collaborates with other Finance Services Team (FST) members, Sponsored Programs Accounting (SPA) staff, researchers, department/college staff to provide optimal customer service and ensure grants adhere to institutional financial compliance and reporting requirements.
- Works as a member of a team to ensure excellent customer service and quality service delivery.
- Works with the Financial Services Specialists to review accuracy of Worktags for all transactions; answers questions and resolves issues regarding grant financial information; collaborates closely with researchers and grant coordinators on financial matters, as needed.
- Works in close collaboration with Finance Specialists and Procurement and Expense Specialists to serve the needs of the area.
- Provides recommendation and guidance to other Specialists to resolve issues and develop solutions for complex or unusual issues.
- Collaborates with the Procurement and Expense Specialist to serve the needs of the Service Team.

Budgeting, Accounting and Journal Entries:
- Works with grant coordinators, researchers and central offices to recommend and prepare budget amendments, as needed; reviews processed budget amendments to ensure accuracy.
- Works with Finance Specialists for necessary payroll and non-payroll corrections involving grants.
- Maintains financial oversight of grants for a specific area and assists customers with understanding grants requirements from a financial perspective.
- Reviews various business processes Workday for completeness and accuracy when Grant Worktags are used.
- Supports the effort certification process by coordinating with grant coordinators and researchers on needed changes.
- Proactively and closely monitors, reconciles, validates and analyzes financial transactions and reports.

Compliance and Reporting:
- Works with the Division of Finance central offices to resolve complex financial compliance and costing issues; reviews and validates various business processes involving grants for allowability, appropriateness, and funding source(s) (such as purchase requisitions, program revenue, F&A recovery, payroll costing allocations, cost share, expenses, etc.).
- Provides support for the institutional effort certification process by ensuring certifications of direct and/or cost share efforts are accurate prior to researcher completion.
- Ensures grant accounting and reporting aligns with policies, procedures, federal and state regulations, Office of Management and Budget Uniform Guidance, and the terms and conditions of each specific award.
Grants Finance Specialist

- Ensures financial compliance by providing financial monitoring and oversight.
- Ensures compliance with sponsor financial terms and conditions and applicable regulations.
- Utilizes reports within Workday to identify issues that require resolution as well as to monitor the status of grants for which they provide support.

Payroll Monitoring for Grant Based Individuals:
- Monitors completion of payroll allocations and adjustments for grant-based individuals.
- Requests or reviews various business processes in Workday to ensure that payroll charges are posted correctly for Grants funded personnel.
- Where charges require correction, identifies the correction needed as well as proactively identifies changes needed to prevent recurrence. In doing so, they will consider the sponsor terms and conditions, university policies and procedures, and Uniform Guidance.
- Works collaboratively with Finance Services Specialists on both original direct payroll costing allocations and payroll accounting adjustments, as well as cost share commitments.
- Reviews Worktags entered by others for allowability and allocability to Grants used.
- Works with SPA on any post award financial compliance related to payroll budgeting deviations.
- Monitors changes in key personnel.

Award Processing and Closeout:
- Works closely with SPA to receive and review 90-day closure notices (working with researchers and grant coordinators to request no cost extension, additional time or funding).
- Resolves any financial or compliance issues (such as all sub award invoices received, all funding received from sponsor, all costs posted, relieves and/or moves obligations past term, deliverables were completed, resolved unspent balances, overspent balances) and to assist with final financial reports as need.

Financial Services Team (FST) Support:
- Reviews Worktag assignments in Workday when grants are used and corrects Worktags if needed.
- Determines whether allowable cost or prior approval is needed.
- Determines allowability of trade-in if equipment is on the requisition or non-requisition purchase orders; initiate procurement requisitions on behalf of the researcher; and will notify SPA of discrepancies between sponsored billing details and deliverables.
- Reviews and validates sub-recipient invoices, payments, and requisitions.
- Provides support for financial expenses, including requesting accounting journals for non-salary corrections.

Preferred Qualifications:
- Deep knowledge and understanding of grant budgets, sponsor regulations, and financial compliance requirements.
- Ability to quickly learn and grasp the implications of the financial terms and conditions for each individual grant awarded.
Grants Finance Specialist

- Ability to communicate professionally, positively, and effectively with a variety of individuals is integral to the position.
- Must be customer service-focused with exceptional problem solving and organizational skills.
- Demonstrated ability to be flexible in working with other team members and customers.
- Demonstrated ability to work in a collaborative team environment.
- Proven ability to effectively interpret and communicate finance related polices and guidance.
- Ability to function and succeed in a dynamic environment.

**Expected Competencies:**

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Growth Mindset** – committed to continuous learning and professional development.
- **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.
- **Organization Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.