



Job Title	Assistant Director of Grants and Contracts
PVN ID	RF-1807-002625
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Grants and Contracts
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 30, 2018 (Or Until Filled)

General Description

This is a Management position, reporting to the Director and exercising independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. In concert with the Director, the incumbent oversees the day-to-day operation of the Grants and Contracts management department, a major administrative, policy, and service unit of the Research Foundation. The incumbent is charged with a full range of supervisory responsibilities, including the Release Time function, coordination of training for the department, monitoring work progress, and providing feedback to ensure goals are understood and met. The incumbent oversees staff members in identifying and resolving special problems, meeting standards for quality customer service, carrying out special assignments, supporting development of new staff skills, and monitoring resources to achieve utmost efficiency. The incumbent maintains exemplary standards of personal professional ethics and participates in activities that keep him/her current in the field of Research Administration, Sponsored Fund accounting and related IT systems. The incumbent supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned.

Other Duties

DUTIES & RESPONSIBILITIES include, but are not limited to:

- Directs staff in the general administrative functions of the department, especially award establishment. Identifies training needs based on job performance and planned activities. In concert with the Director, communicates staff goals and priorities, and drafts initial performance evaluations. Assists in developing staff competence in new areas, schedules well defined training and development programs, and nominates staff for acknowledgement of outstanding accomplishments.
- Assists staff, when needed, with complex or difficult issues; handles difficult customer service matters when referred and uses cases to teach staff improved customer service techniques.
- Manage and mentor staff assigned to unit as well as the Staff Effort (Release time) administration

function.

- Routinely informs the Director of work progress; provides timely updates on all critical matters; identifies problems and implements solutions.
- Maintain awareness of current sponsor, government and internal regulations/procedures and disseminates information to staff, college officials and other affected parties.
- Liaise with SIS development staff to analyze, design and implement solutions and evaluate results.
- Perform Systems administration for business-critical applications and processes.
- Analyze and prepare special financial and statistical data reports, studies etc. related to department activities.
- Oversees review process for approval of all documents to ensure their completeness and accuracy, to verify they are legally binding, to ensure that the RF can satisfy the data requirements for timely grantor payments, F & A costs allocation and to establish proper RF codes for data systems; negotiates and resolves issues and discrepancies with College and/or funding agencies.
- Serve in select RF committees related to development, evaluation/testing and implementation of new systems and modifications.
- Participates in relevant professional activities and personal development in this field
- Audit liaison when needed
- Participate in receivable management, cash flow and second level collection activities.
- Coordinate activities within the department in the absence of the Director.

Qualifications

- Bachelor's degree from an accredited institution required with a major in accounting; Master's degree or MBA preferred.
- Minimum six years related experience, of which three years are supervisory, specializing in grants accounting. Experience in a not-for-profit organization or public institution is desired.
- High level of computer literacy.
- Superior interpersonal and motivation skills.
- Thorough knowledge of sponsor regulations, supervisory techniques, financial accounting systems and ability to work within a framework of policy and procedure.
- Competency in making public presentations and communicating effectively with diverse constituencies.
- Competency in utilizing technology for generating reports, analyzing and forecasting trends, researching problems and training staff.
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions.
- Competency in developing others using latest information in the field of Grants and Contract Management