Grant + Contract Officer
44321BR
Campus: Tempe
Grant + Contract Officer

Job Description

The primary focus of the Grant & Contract Officer in Research Administration is to support one or more functional areas within the Office for Research and Sponsored Project Administration (ORSPA) by providing contract review, management of all award set-up/project accounting/cash management and analysis of award disbursement to ensure compliance with all applicable university, sponsor, ABOR, state and federal requirements, standards and regulations.

This is an intermediate level position on the Award Management Team and under close supervision and direction supports post-award administration; project accounting; cost analysis and compliance.

Job Family
Research Operations

Department Name
ORSPA Award Management

Full-Time/Part-Time
Full-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$38,160 - $50,000 per year; DOE

Close Date
21-August-2018

Category
02
Essential Duties

- Manages awarded projects in accordance with University, sponsor specific regulations and Uniform Guidance; provides contract compliance guidance, policy and procedure interpretation to academic departments; interprets contracts and other award documents to determine a budget, invoicing schedule, restrictions and other pertinent information and maintains all applicable project records and files.
- Administers the submission of award change requests in accordance with grant and contract terms and conditions to sponsoring agencies; reviews computer generated reports for errors or inconsistencies; investigates and corrects problem; interacts with sponsors and staff to resolve problems and correct errors in fund management to ensure timely collection of revenue through the accurate presentation of invoices.
- Performs a variety of accounting functions including, but not limited to: Award/Account setup in the ASU Financial System, preparation of invoices, standard and non-standard financial reports to a variety of sponsoring agencies, generates and approves journal entries in the financial system, review of expense allowability, perform detailed cost and financial analysis and financial tracking and administer fiscal controls to fulfill reporting requirements.
- Works in conjunction with Research Advancement Administrators to ensure timely and accurate post-award change management and accounting of grants and contracts; reviews reconciliation of accounts for compliance of charges in accordance with sponsoring agency/contract conditions and requirements; decides proper handling of financial transactions; approves transactions within designated limits and assist with project account forecasting, projections and burn rate analysis.
- Provides solutions to problems presented by lower level staff and recommends changes to the accounting system, methods or procedures to management, utilizing knowledge of accounting principles and practices. Reviews computer reports for errors or inconsistencies; investigates and corrects the problem.
- Other job-related duties as assigned.

Minimum Qualifications

Bachelor’s degree required and three years of related experience, OR, any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Experience in developing, negotiating and administering grants, contracts, and awards, and post-award administration functions.
- Demonstrated knowledge of accounting principles, practices, policies, procedures, and regulations of various funding sources
- Experience in using critical thinking and problem-solving skills to provide ideas and recommendations to resolve routine issues
Demonstrated knowledge of computer applications and information dissemination technology including working knowledge of Microsoft Office Suite and comfortable working in computer database systems.

Experience in collegial interpersonal skills and effective effective communication skills in person, in writing, and by phone

Experience in working effectively within a complexly structured team; self-directed professional responsible for providing customer-focused support to sponsors, University faculty and staff

Experience working with a supervisor to prioritize and manage time

May assist with data gathering and initial analysis under direction of more senior staff member.

**Working Environment**

Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Ability to interpret complex sponsor regulations. Expected to be responsive to customers, engaged in work production, resourceful, flexible, and respectful of others.

**Department Statement**

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu/

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative
Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.