

Center For Environmental Sciences And Engineering Grant Administrator (Financial Assistant 2)

Search #: 496599

Work type: Full-time

Location: Storrs Campus

Categories: Fiscal, Accounting and Budget

JOB SUMMARY

The Center for Environmental Sciences and Engineering (CESE) is seeking a full-time Grants Administrator (Financial Assistant 2) for the preparation, submission, and management of grants and budgetary matters. The successful applicant will support all facets of pre- and post-award management of grants and contracts meeting firm deadlines and will serve as a resource to faculty, staff, and students concerning grants and budgets.

DUTIES AND RESPONSIBILITIES

- Assists CESE staff, faculty, and others on a wide range of administrative, budgetary, and fiscal matters.
- Provides day-to-day management of both sponsored program and departmental accounts; communicates information to faculty or account supervisors, including account balances and forecasting.
- Serves as a resource to faculty and staff members in preparation of grant proposals; reviews to ensure fiscal compliance with federal and state statutes, University policy, and sponsor agency guidelines and requirements; prepares all required documentation; uploads all documents into the appropriate electronic proposal portal; and releases to Sponsored Program Services for submission after a thorough review.
- Assists with the management of grant and contract awards, including the set-up, account reconciliation, expenditure reviews, financial reporting to meet federal, state, University, and department regulations and requirements.
- Processes all financial transactions related to grants (inclusive of personnel, fellowships, travel, and purchase transactions).
- Processes no-cost extensions, re-budgets, and cost transfers as needed
- Serves as a liaison between the Department and other University offices, and represents the Department to other University and external offices or agencies.
- Provides information to auditors and Sponsored Program Services in responding to questions regarding transactions.
- Assists the CESE Financial Analyst by providing critical backup.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and at least two years of related experience, OR a combination of education and experience.
2. Knowledge of sponsored program proposal process.
3. Excellent customer service and problem-solving skills.
4. Ability to work independently and exercise sound judgment.
5. Ability to successfully work with diverse teams, and support a culture of diversity, equity, and inclusion.
6. Proficient in the use of word processing and data management programs.

PREFERRED QUALIFICATIONS

1. Demonstrated organizational and time-management skills, and ability to manage multiple priorities and meet deadlines.
2. Knowledge of federal regulations, sponsor guidelines, and Budget Uniform Guidance as it relates to sponsored program activities.
3. Experience working in a higher education institution.
4. Experience working with online financial or purchasing systems (such as Quali, HuskyBuy, Core-CT, Smart-HR, PageUp, InfoEd, Fellowship Workflow System).

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, and a comprehensive benefits package. Further information is available here: <https://hr.uconn.edu/employee-benefits-overview>

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #496599 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on August 11, 2022.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Advertised: Jul 28 2022 Eastern Daylight Time

Applications close: Aug 26 2022 Eastern Daylight Time