# Center Administrator– Position Description

## Position Purpose

Direct the operations and administration of the financial resources and personnel of the Center. Responsibilities include preparing the annual Center budget, financial reporting, grant administration and strategic planning.

## Duties and Responsibilities

• Prepare the annual budget for review by Center Director. Manage and approve all department expenditures against the approved budget. Process all accounts payables and checks requisitions. Approve all fund transfers to other departments.

• Monitor and track the Center budgets to ensure resources meet Center objectives. Create and send out RFP calling for research projects. Work closely with Center grant awardees to have all IRB approvals in place before receiving grant. Ensure receipt of reports from grant awardees.

• Ensure all Center core facility services are billed out properly and timely and in compliance with Federal and xx policies. Follow up on collections when needed.

• Responsible for strategic planning and programmatic development of the Center. Ensure the Center's compliance with Department and xx policies and procedures. Supervise office, multi-disciplinary clinic and research staff.

• Coordinate the Center's annual meeting and other events as needed.

## Knowledge, Skills and Abilities

Excellent oral and written communication skills are essential. Strong critical thinking, problem solving skills and attentiveness to detail. Progressively responsible experience in budget preparation, accounting and administration. Prefer experience in strategic planning and implementation.

## Position Requirements

Education: Bachelor’s degree

Experience: 5 years

FLSA: Exempt