# Research Administrator – Position Description

## Position Purpose

To provide financial analysis and oversight for department operating and project budgets. Applies an understanding of the principles and practices of financial and grants management to provide guidance in the accomplishment of financial and administrative activities.

## Duties and Responsibilities

* Assists faculty, Post Docs, students, and senior staff in preparing proposals to funding sources including development of moderately complex budgets for proposal submission and ensuring completion of all sponsor and College administrative requirements.
* In consultation with (Principal Investigator, translates research plans into scope of work; identifies areas (e.g., laboratory costs, manpower, equipment, supplies, communications, transportation, administrative etc.) in which costs will be incurred, develops estimates of such costs, and budgets accordingly.
* In conjunction with Office of Sponsored Projects, assists faculty with electronic proposal submissions and other electronic research-related processes.
* Develops responses to issues associated with administration of research activities.
* Assists with allocating space and equipment, coordinating with other departments and centers when necessary.
* Procures and oversees maintenance of equipment; sells/disposes of equipment no longer needed.
* Interacts with representatives of other academic institutions, and private foundations to provide information requested, seek clarification of requirements, and collaborate on issues of mutual interest.
* With limited guidance, develops, justifies and administers budgets for grants, reserves and operating budgets.
* Anticipates fluctuations in funding and makes financial recommendations to investigators with minimal direction.
* Monitors expenses and revenues for accounts, identifying, researching and correcting errors on a timely basis to ensure costs are properly allocated.
* Collaborates with Office of Sponsored Projects and Medical School to ensure compliance with the College and granting agency policies.
* In consultation with the Principal Investigator, develops and sets up budgets for subcontracts; reviews sub-contractor submissions to ensure costs are realistic; directs changes where required.
* Interprets College and sponsor policies to faculty and staff on issues such as allowable costs, charging mechanisms, capital equipment purchases, and use of consultants.
* Provides principal investigators with regular budget status reports summarizing expenditures to-date and projected expenditures to end of budget period; advises on potential budgetary problems.
* Provides input into the creation and modification of departmental fiscal policies and procedures.
* Coordinates the processing of procurement as it relates to the operating and grant portfolio.
* Participates in year-end closing process.
* Prepares payables, deposits, wage transfers and journal transfers.
* Reconciles monthly reports and resolves discrepancies.
* Develops and maintains personnel FTE distributions based on grant and department budgets.
* Monitors payroll funding levels; anticipates, identifies potential payroll shortfalls; communicates and advises investigators and department on shortfalls and initiates changes as necessary.
* Ensures compliance with College and granting agency fiscal and sponsored research polices and advises research team with respect to these policies.
* Serves as a resource to investigators and staff on regulatory, compliance, and sponsor requirements.
* Interacts with representatives from the School of Medicine and grant sponsors to provide information requested, seek clarification of requirements, and collaborate on issues of mutual interest.
* Supervises student and temporary administrative employees.

## Knowledge, Skills and Abilities

## Comprehensive knowledge of accounting and grant administration. Demonstrated experience required to financially manage complex research projects. Excellent accounting, management, organizational, and interpersonal skills. Ability to work effectively, independently, and as a member of a team. Willingness and ability to exercise judgment and initiative and to interact with faculty, personnel, and outside agencies in a professional manner. Flexibility and openness to change. Ability to plan work, set priorities, and respond to pressures, deadlines, and changes in schedules and priorities.

## Position Requirements

Education: Bachelor’s degree

Experience: 1+ years of relevant experience

FLSA: Exempt