

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Sponsored Programs**

Job Code: **3580**

Pay Grade: **959** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Accounting, Finance or related field	
Experience	Five plus yrs in Sponsored Programs' post-award, Accounting & Administration	
License/Certification		Certified Research Administrator

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Ensure reconciliation and control of PeopleSoft systems under the management of Sponsored Programs Office. Serve as lead contact with auditors and ensure compliance with audit requirements and regulations. Prepare complex, regular, and special financial reports and statements. Review and assist in preparation of proposal budgets. Prepare, negotiate and implement fringe benefits and indirect cost proposals. Review, audit, and approve the financial administration of internal and external grants and contracts. Conduct meetings and monitor changes in awards and proposal budget setup. Train Research Accountant(s) to manage internal and external awards and cost centers. Generate subcontract and subagreement documents according to University standard formats. Review and generate paperwork for closeout activities for subcontracts and subagreements, including final reports from the subrecipients. Assist Executive Director for Office of Sponsored Programs with special projects and assignments and represent Executive Director as requested at UHCL or external venues.

Duties and responsibilities

% Time

Prepare, negotiate and implement fringe benefits and indirect cost proposals. Conduct informational meetings with new faculty, PIs and Business Coordinators and monitor changes in awards and proposal budget setup. Represent Executive Director as requested at UHCL or external venues. Prepare Research & Development expenditure reports to the Board of Regents, NSF, THECB, etc. Serve as lead contact with auditors and ensure compliance with audit requirements and regulations. Responsible for sponsored programs compliance training of faculty and staff.	35
Review awards and set up of cost centers, budget and receivables, based on support documents for externally sponsored projects. Assist in reconciling accounts, researching and resolving accounting problems. Review, audit, and approve expenditures on assigned sponsored projects such as subcontractor invoices, purchase requests, travel requests, purchase vouchers, personnel action reports, petty cash reimbursements and interdepartmental transfers. Generate subcontract and subagreement documents according to University standard formats. Review schedules of Accounts Receivable and follow up on past due invoices with oral and written correspondence. Review tracking system for billing requirements, reporting requirements, special and technical reporting. Review and follow up on award change letters to sponsoring agencies based on requests submitted by principal investigators and Business Coordinators for funded awards. Review & generate paperwork for closeout activities for subcontracts and subagreements including final reports from the subrecipients. Review of financial status reports; cost reimbursement payments, letter of credit drawdowns.	25

Ensure reconciliation and control of PeopleSoft systems (all Sponsored Programs accounting, establishment of cost centers, review of expenditures, tracking of cost sharing and matching, reviewing expenditures for allowability). Review control and reconciliation of the cash flow positions including monitoring the aging of billed receivables.	20
Manage internal faculty research (FRSF) awards and ISSO awards. Reconcile FRSF and ISSO cost centers.	10
Review and assist in preparation of proposal budgets.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.