

# University of Houston – Clear Lake

## Position Description

Job Title: **Assoc Dir, Sponsored Programs**

Job Code: **3586**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Acct, Finance or related field	
Experience	Seven+ yrs in sponsored programs' post-award Accounting and 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

Supervise Research Accountants, review their work, and prepare annual performance assessments.	20
Prepare Research & Development award and expenditure reports for the Board of Regents, NSF, THECB, etc.	15
Review awards and set up of cost centers, budget and receivables, based on support documents for externally sponsored projects. Assist accountants in reconciling accounts, researching and resolving accounting problems. Review and prepare monthly, quarterly, interim and final invoices and financial reports as required by the funding agency, the university and its components, and the State of Texas. Review cost reimbursement payments and process letter of credit drawdowns.	15
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, and special and technical reporting.	15
Review and follow up on award change letters to sponsoring agencies based on requests submitted by principal investigators and business coordinators for funded awards. Prepare sponsored	15

programs newly funded monthly reports. Generate monthly award reports for the UHS Board of Regents. Conduct informational meetings with new faculty, PIs and Business Coordinators, and monitor changes in awards and proposal budget setup.	
Manage internal faculty research (FRSF) awards and ISSO awards. Reconcile FRSF and ISSO cost centers.	10
Serve as lead contact with auditors, and ensure compliance with audit requirements and regulations.	10
Prepare, negotiate and implement fringe benefits and indirect cost proposals.	

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