

Institution Name	Tufts University - Boston
Department Name	
Job Title	ASSISTANT MANAGER OF SPONSORED PROGRAMS ACCOUNTING - SPA
Job Description	<p>The Office of Sponsored Programs Accounting (SPA) is responsible for the post award financial oversight of all grants and contract activity. Working closely with Finance, research administration, school and other university administrative offices, SPA is responsible for developing and implementing grant policy and procedure ensuring financial activities comply with federal/state or donor regulations as well as university policy. Also responsible for financial reporting, cash collection and grant related financial data created and maintained in People Soft Financials.</p> <p>Responsibilities include the creation and closeout of grants within the system, monitoring budget and expense activity and assisting research departments in the fiscal management of their grants. Additional responsibilities include managing internal and external audits, administering the university Effort Reporting System, billing and collection of receivables and reporting financial grant activity to federal agencies and other sponsors. SPA is a key resource in the administration and interpretation of grant regulation and compliance matters. Working closely with university administration and the research community, SPA is responsible to provide guidance in developing practical solutions to grants management issues.</p> <p>The SPA Assistant Manager is responsible for overseeing and supervising the day to day operation of the Boston campus staff in the post award fiscal administration of grants, contract and other restricted funds awarded to the university.</p> <p>In carrying out these responsibilities, the Assistant Manager will:</p> <ul style="list-style-type: none"> <li>*Manage a staff of 6, assist in the development of policies and procedures, compliance programs, training programs for staff and the research community and assure that the day to day operations of the department are efficient and productive in support of the university and research community initiatives;</li> <li>*Assist in the development of and implementation and maintenance of all internal Sponsored Programs Accounting procedures and management information including reports to promote operational efficiency and improved services to user departments;</li> <li>*Assure proper accountability of all funds to external donors;</li> <li>*Assist in the resolution of complex grant issues and department wide problems;</li> <li>*Assist with the coordination of external audits and the development and implementation of post award compliance programs at the university;</li> <li>*Work closely with school administration in the development of sound business practices and relationships;</li> <li>*Assist with the education and training of staff and the research community in all facets of post award grants management;</li> <li>*Develop and support systems and procedures for proper budgeting, accounting and reporting of research activities in accordance with University policy, government regulations, and other sponsor requirements.</li> </ul>
Qualifications	<p>Basic Requirements: Bachelor's degree with 5 years grants management experience emphasizing post award administration with demonstrated progressive responsibilities and 3+ years supervising professional staff. Knowledge of Microsoft Office. Qualified candidate must possess extensive knowledge of grants management regulations in particular A-21, A-133 and A-110; be experienced with Effort Reporting regulations; have prior experience with external and internal audits; and have demonstrated experience in developing and implementing policies,</p>

procedures, and best practices. Candidate must have prior experience and knowledge to perform all grant related post award functions including award maintenance, creating accounts, budget management, accounting system updates, expenditure review and approval, financial reporting (including electronic reporting using websites), cash management (including drawdowns, projections, billings, receipts, accounting for interest income, and collection activities). Proven ability to successfully manage and supervise staff is a must. The candidate must possess: Effective verbal and written communication skills; in depth knowledge of grants administration; a general demonstrated knowledge of management principles and theory. A strong understanding of accounting functions (AP, Payroll, etc) is essential.

Preferred Qualifications: An advanced degree is preferred. Candidate should be able to manage multiple concurrent projects; should have a working knowledge of PeopleSoft or a similar ERP (Enterprise Resource Planning) system and should have strong analytical skills with advanced skills in Microsoft Excel. Experience managing in a Higher Ed setting is highly desirable. The candidate should have strong interpersonal skills for tact and diplomacy when interfacing with Accounting managers, school financial managers (BFOs) and high level agents from outside the university. In addition this candidate needs the ability to prioritize multiple tasks and to perform consistently under pressure of deadlines and other administrative demands.

Please apply online at <http://hr.tufts.edu/jobs>

JOB REQUISITION #:64294

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Closing Date	04/11/2012
Website for applications to be submitted	<a href="http://www.Click2Apply.net/dr926s2">http://www.Click2Apply.net/dr926s2</a>
Date Posted	01/12/2012