

Institution Name	University of Massachusetts Medical School
Department Name	Medicine
Job Title	Grants and Contracts Specialist
Job Description	<p>GENERAL SUMMARY OF POSITION:</p> <p>Under the general direction of the Department Administrator or designee the Grant and Contract Specialist II is responsible for performing diversified and complex administrative financial and pre and post-award budgetary functions in support of departmental activities to include both responsibilities for both restricted and unrestricted departmental funds.</p> <p>Description: MAJOR RESPONSIBILITIES:</p> <ul style="list-style-type: none"> * Provide assistance in the management of all pre-award administration to include but not limited to advising Administrator and PI of sponsor guidelines participation in application assembly budget preparation faculty guidance e-submission processes UMMS required paperwork etc. and other administrative requirements for the submission of all federal and non-federal grants and contracts * Monitor regulatory and compliance requirements for all sponsored research activity keeping detailed files and a tracking mechanism for annual renewals. Inform Administrator of variances * Assist in analytical studies of existing or proposed clinical trials to provide the economic basis for management decisions to improve operational/financial performance and to realize productivity improvements * Monitor all clinical trial funding sources by tracking revenue and expenditure activity and monitoring of trial milestones identify variances and assist in resolving account variances * Monitor contracts extensions and amendments with outside vendors private agencies and consultants in conjunction with Purchasing and legal offices; monitor the contracts for cost effectiveness and quality performance standards * Prepare data for financial reports budgets budget and research fund reconciliations forecasting analysis and ad-hoc reports for Administrators and PI?s as needed. Perform analysis of data as required * Work with the Administrator principal investigators and staff to resolve problems and to optimize the use of funds as required; finalize all expenditure activity of expired grants; deposit checks to any income and service fund accounts * Manage all phases of post-award grants and contracts administration to include monitoring budgets expenses and recovered overhead. Advise Administrator and PI of reporting requirements * Assist faculty in finding possible funding opportunities * Coordinate pre-award submission activity for the department * Monitor post-award activities to insure adherence to sponsor guidelines and all reporting requirements are met. Inform Administrator and PI on budget variances * Oversee changes to award budgets and the submission of the necessary paperwork for approval of such actions * Prepare reports for federal and sponsoring agencies * Assist and participate with Grant Accounting in award termination process to close-out accounts. Notify Administrator and PI of final status

	<ul style="list-style-type: none"> * Monitor operating expenses prepare monthly variance-to-budget reports Departmental voluntary and mandatory cost sharing and advise the Administrator on reconciliation actions * Responsible for the process of initiating and submitting payroll personnel action forms related to transfers funding changes etc. Audit the accuracy of employee payroll data * Oversee the processing of consultant agreements travel vouchers purchase orders reallocation of expenditures and other expenses * May act as an external liaison * Perform other duties as required.
Qualifications	<p>Bachelor's degree in Business Administration Finance or Accounting or equivalent experience</p> <ul style="list-style-type: none"> * 3 years of relevant job experience or equivalent preferably in an academic environment. * Demonstrated ability to analyze and interpret financial documents such as system reports at both account and summary levels * Proficiency with Microsoft Office applications (Word Excel Access and PowerPoint) or similar software applications. Knowledge of enterprise financial products * Excellent interpersonal skills (verbal and written) needed to present and communicate effectively with all levels of management.
Salary Range (Optional)	
Closing Date	Open until Filled
Contact Name	Sheila Baker
Email address of contact	sheila.baker@umassmed.edu
Phone number of contact	508-856-2414
Website for applications to be submitted	http://www.umassmed.edu/hr/jobs
Other relevant information (Optional)	
Job or Requisition No. (Optional)	21664
Date Posted	