

Research Financial Administrator - Post Award (Hybrid)
University of Pittsburgh

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Posted Mar. 1, 2024, set to expire Jun. 30, 2024

Job Title Research Financial Administrator - Post Award (Hybrid)
Department School of Health and Rehabilitation Sciences-Office of the Dean
Institution University of Pittsburgh
Pittsburgh, Pennsylvania

Date Posted Mar. 1, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Research
Financial Planning/Budget Management

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Apply By Email

Job Description

Research Financial Administrator - Post Award (Hybrid)

The University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) is a nationally renowned leader in the field of health care education, research, and clinical practice preparation. With 13 different disciplines related to health and rehabilitative care, SHRS shapes future generations of health care professionals—therapists, counselors, advocates, scientists, providers, and practitioners—trained to serve the needs of all people regardless of background, levels of health, or mobility. We are built on a legacy of academic excellence and innovation and fueled by passionate educators and researchers, allowing us to meet the health care and rehabilitation needs of today and

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drive meaningful change in the future. Learn how bold moves SHRS.

<https://www.shrs.pitt.edu/about/how-bold-moves-shrs>

SHRS - Office of the Dean is actively recruiting a research financial administrator. This position is primarily responsible for advanced-level support, responsible for application of a broad knowledge of principles, practices, and procedures in research accounting, post-award administration, and budgeting. Daily functions include account reconciliation, compliance with sponsor-mandated financial and administrative guidelines, project financial forecasting and budgeting scenarios, and reporting requirements for sponsor funding. Responsible for the management and tracking of outgoing subawards and corresponding invoices. The position will work independently with department research investigators and leadership to interpret funding guidelines, reports, rules, and regulations. The position will be cross trained in pre-award administration and other general accounting functions and expected to work as a member of a collaborative team to address these functions as necessary.

Job Summary

Performs pre- and post-award accounting duties for very complex grants and contracts. Prepares, negotiates, and monitors very complex grants, contracts, subcontracts, and budgets. Prepares complex government applications and reports and interprets policy and procedure. Monitors account activity, performs internal audits, processes budget modifications, analyzes financials, and reviews routine reports. Develops and implements accounting techniques and procedures for operational improvements and assists with managing special projects and preparing operating budgets.

Essential Functions

1. Preparation and submission of funding proposals.
2. Non-competing continuation and prior approval preparation and submission; award activation.
3. Just in time requests and other reporting.
4. Development and implementation of policies and procedures; special projects as assigned.

Physical Effort

Must be able to lift and carry 25 pounds or less. Position is sedentary.

The University of Pittsburgh is committed to championing all aspects of diversity, equity, inclusion, and accessibility within our community. This commitment is a fundamental value of the University and is

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crucial in helping us advance our mission, which includes attracting and retaining diverse workforces. We will continue to create and maintain an environment that allows individuals to discover, belong, contribute, and grow, while honoring the experiences, perspectives, and unique identities of all.

The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EOE, including disability/vets.

Assignment Category: Full-time regular

Job Classification: Staff.Grants & Contracts Specialist IV (Pre & Post-Award)

Job Family: Research

Job Sub Family: Grants & Contracts

Campus: Pittsburgh

Minimum Education Level Required: Bachelor's Degree

Minimum Years of Experience Required: 3

Will this position accept substitution in lieu of education or experience: Combination of education and relevant experience will be considered in lieu of education and/ or experience requirement.

Work Schedule: Monday - Friday, 8:30 a.m. - 5:00 p.m

Work Arrangement: Monday - Friday, 8:30 a.m. - 5:00 p.m

Hiring Range: TBD Based Upon Qualifications

Relocation_Offered: No

Visa Sponsorship Provided: No

Background Check: For position finalists, employment with the University will require successful completion of a background check

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Child Protection Clearances: Not Applicable

Required Documents: Resume, Cover Letter

Optional Documents: Not Applicable

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact UPittTA@pitt.edu
SHRS-Office of the Dean
University of Pittsburgh

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