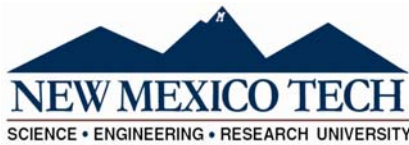


Posted: May 17, 2019



POSITION ANNOUNCEMENT

TITLE: GRANTS AND CONTRACTS MANAGER

DEPT: SPONSORED PROJECTS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,960-\$63,648

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Assists in preparation of cost proposals if required and completion of representations and certifications. Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories such as salaries, fringe benefits, indirect costs. Corrects budget oversights. Reviews proposals for compliance with various Tech policies such as cost share and subrecipient policies. Responsible for ensuring the administrative and financial integrity and completeness of proposals. Acts as the lead negotiator and liaison between NMIMT and funding agency and assists in negotiations and resolving conflicting interests as necessary. May involve working with NMIMT attorneys and/or other members of administration. Analyzes and evaluates awarded contracts and subcontracts for compliance with agency and NMIMT policies and practices, prepares required acceptance documentation, and obtains official NMIMT signatures. Corrects instrument as necessary. Involves extensive researching and interpretation of complex and often times conflicting agency, federal, state and NMIMT regulations. Coordinates receipt of awards and contracts with principal investigators. Serves as an advisor and liaison for administrators and/or faculty requiring assistance with preparation of proposals, contracts and agreements. Prepares subaward documentation, obtains official signatures and issues awards to subrecipients. Monitors and/or initiates any amendments to original subaward instrument. Prepares and/or assists Principal Investigators in placing proper written requests for contract deviations. Directly supervises lower level research administrators in both pre- and post-award. Reviews grant/contract after the award to identify financial and invoicing requirements. Establishes new accounts showing understanding of terms and conditions. Assists Principal Investigators in obtaining extensions, contract modifications. Prepares budget revisions and tracks contract modifications/amendments. Prepares journal entries, invoices and budget revisions. Prepares close-out documentation and closes out contracts. Assists in maintenance of sponsored research attribute database. Assists in maintenance of invoice tracking system and accounts receivable. Develops and/or assists in development of accounting applications for personal computers in order to satisfy various contractual requirements. May prepare or coordinate the preparation of regularly scheduled reports required by funding agency to satisfy contractual requirements. May involve coordination of effort with Property and Purchasing Office. Reviews request to expend funds in order to ensure compliance with agency terms and conditions. Monitors compliance with established internal control systems. Assists and advises PI's in administrative and financial matters. Advises and/or interprets policies and regulations to faculty, staff and outside persons such as funding source representatives, external auditors. May serve on committees which develop fiscal policies and procedures. May serve on committees to satisfy internal auditing projects. Explains billings and reports and resolves related problems. Monitors billing on active accounts. Follows reasonable procedures to ensure timely collection of invoiced amounts. Transfers terminated accounts to accounts receivable and monitors collection. Informs decision makers of accounts at risk. Interacts with internal and external auditors, participates in auditing projects or provides information and access to accounting records as required. Assists in negotiation and settlement of questioned costs with external auditors and/or funding agencies. Assists in preparation of corrective action plans. Assists in development of internal control systems.

REQUIRED QUALIFICATIONS:

Bachelor's degree required; advanced degree preferred, in accounting, business administration, management, or liberal arts including humanities, psychology, social sciences, law or related fields. Seven to ten (7-10) years of experience as a Research Accountant/Administrator or equivalent. Demonstrated ability in accounting and bookkeeping and knowledge of business/contract law. 15 hours of Accounting (introduction to Financial Accounting plus 12 additional hours in Accounting) plus one or more courses in business/contract law or equivalent experience preferred. CPA credentials plus one year experience in closely related field or two years auditing experience may be substituted for the specific degree requirement. Working knowledge of and experience in the application of 2 CFR 200 required. Strong oral and written communication skills required. Ability to use professional judgment and discretion in dealing with outside auditors and external agencies required. Ability to participate in work assignments under the supervision of higher level employee required. Ability to work independently on assignment of standard difficulty required. Ability to use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees required. Ability to apply advanced level of expertise to function as a consultant in a specialized area. (i.e. grantee compliance issues) required. Ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems required. Knowledge of contract management, grants administration and/or audit of sponsored programs required. Ability to work and adapt under a highly regulated and constantly changing environment required. Being extremely well-organized and able to work with minimal supervision required. Ability to work with departments outside of Business Office required. Being detail conscious and willing to research facts and overcome errors required. Ability to schedule own workload and meet deadlines required. Tact, perseverance and independent judgment are required characteristics required. Supervisory experience desired. Knowledge of State of NM Procurement regulations and federal travel regulations desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 088, Socorro, NM 87801-4796