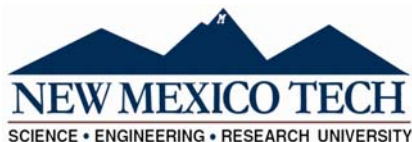


Posted: May 17, 2019



POSITION ANNOUNCEMENT

TITLE: SENIOR RESEARCH ADMINISTRATOR

DEPT: SPONSORED PROJECTS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$46,280-\$57,824

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:

Prepares standard cost proposals and completion of representations and certifications. Is able to analyze and evaluate contract and grant budgets for correct calculation of expenditure categories such as salaries, fringe benefits, indirect costs. Understands and can interpret Tech policies such as cost share and subrecipient policy. Negotiates agreements between NMIMT and funding agencies, and is able to interpret and utilize regulations and policies in basic negotiations. Able to analyze and evaluate awarded contracts and subcontracts for compliance with agency and NMIMT policies and practices. Prepares required acceptance documentation, and obtains official NMIMT signatures. Coordinates receipt of awards and contracts with principal investigators. Able to advise and liaise with administrators and/or faculty requiring assistance with awards. Is able to prepare standard subaward documentation, obtain official signatures, and issue 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. 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 without assistance. Prepares journal entries, invoices and budget revisions without assistance. Prepares close-out documentation and closes out contracts without assistance. Assists in maintenance of sponsored research attribute database. Assists in maintenance of invoice tracking system and accounts receivable. 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 requests 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. Learns to explain 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. Has demonstrated an understanding of 2 CFR 200 and is familiar with the FARs and DFARs. Trains and supervises two research accountants in the performance of their duties.

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. Five (5) years of experience as a Research Accountant 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 is preferred. Working knowledge of MS Excel and Word required. Knowledge of Federal Acquisition Regulations (FAR), 2 CFR 200 required. Computer experience in MS Excel, MS Word 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 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. Strong organizational skills and ability to work with minimal supervision required. Ability to work with departments outside of Business Office required. Focus on detail and willingness to research facts and overcome errors required. Ability to schedule own workload and meet deadlines required. Tact, perseverance and independent judgment required. 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 087, Socorro, NM 87801-4796