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<b>Job Title</b>	Project Administrator (Business Admin./Accounting)
<b>PVN ID</b>	RF-1804-002459
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Grants & Contracts
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$67,411.77
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 19, 2018 (Or Until Filled)

## General Description

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The Project Administrator (PA) is responsible for management and coordination of all post-award fiscal matters on an assigned group of grant funded awards. The incumbent manages all phases of these restricted projects from inception, through the billing and final financial reporting stages, to the final closeout process. The incumbent reports to the unit Assistant Director. The PA is part of a two person team and is responsible for the training and supervision of an assistant (APA), meeting standards for quality customer service, and carrying out special assignments. The PA constantly evaluates the progress of assigned projects and advises Principal Investigators and/or senior project staff on maintaining effective budgetary control for allowable expenditures, prudent and timely spending trend, and proactive compliance monitoring.

## Other Duties

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- Review and analyze Grant or Contract award documents and related information, including approved budgets, preparatory to accounts establishment in the various sub-systems and the General Ledger
- Check application and approved budget when submitted for compliance with CUNY, Sponsors and Research Foundation policies and procedures and guidelines.
- Establish unique restricted accounts for awards; perform validations of documentation to meet Sponsor, CUNY, and Research Foundation requirements.
- Monitor, review and approve payment requests, e-personnel actions, purchase orders and Consultant contracts, independent contractor agreements, release time, summer salary, code cash receipts, etc., utilizing effective budgetary controls.
- Manage and assure RFCUNY compliance with Sponsor terms and conditions, policies and regulations, and other requirements on a regular basis throughout the budget life, related to best practices and prudent stewardship of awards.
- Assist Principal Investigators in the review of and preparation of budget modifications and all matters requiring regulatory guidance and compliance oversight. Works closely with P.I and project staff to ensure

highest level of customer service support. Ability to perform training or project review on site or at a campus as needed.

- Prepare interim and final billings and expenditure reports and obtain program reports from principal investigators, as required. Obtain cost sharing data when required and maintains cost sharing files
- Manage accounts receivables and respond to all requirements and special requests related to billing, adjustments handling and preliminary collections activity.
- Provides on/off campus training of grants and contracts support personnel etc.
- Assist in testing, providing feedback, and implementations of new business workflow processes, sub-systems etc.
- Interact at all levels with principal investigators, sponsoring agencies, campus personnel etc. Analyze and prepare financial and other data reports related to project activity.
- Participate in relevant professional activities and personal development in the broad area of post award administration.
- Supervise Assistant Project Administrator (APA) and provide training as needed.
- Assist on/off-site auditors and assist in the preparation of responses in consultation with manager/Assistant Director.
- Perform award closeout process by complying with, RF guidelines, and specific Sponsor protocols, in the timeframe and manner stipulated by Sponsor.
- Maintain a current working knowledge of all pertinent sponsor regulations through review of sponsor terms and conditions, web and published resources, and by attending conferences and training sessions.
- Other duties as assigned by Department Managers.

## Qualifications

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**EDUCATION REQUIRED:** College Degree

**EXPERIENCE REQUIRED:** 3-4 years experience in business related fields such as Accounting, Academic Administration, General Business, Finance or other related professional experience preferred. Analytical skills and financial report preparation experience valuable

**QUALIFICATIONS:**

- Proven competency in computer literacy (spreadsheet, word processing and database)
- One to two years accounting and/or grants administration experience. Other professional experience may be substituted.
- Well developed oral, written and listening communication skills.
- Ability to interact well with various levels of management and staff.
- Mature level of independence, creative thinking, problem solving and effective, highly competent records management.
- Effective networking and client service skills at all levels.
- Competency in making public presentations and communicating effectively with diverse constituencies