

Associate Director of Contract Administration
Embry-Riddle Aeronautical University

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Posted Nov. 7, 2019, set to expire Mar. 8, 2020

Job Title Associate Director of Contract Administration

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Nov. 7, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Associate/Assistant Director

Academic Field(s) Research/Technical/Laboratory

Legal Services

Fiscal Services

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Job Description

Description

Embry-Riddle Aeronautical University is currently recruiting for an Associate Director of Contract Administration. Reporting to the Director of Sponsored Research Administration, the Associate Director is responsible for the strategic and tactical direction of Contract Administration ensuring compliance for University research contracts. They will oversee the fiscal management of the University research contracts, provide departmental oversight to assure proper contract disbursements and recording of contract funds, as well as manage, supervise, and provide development and mentoring of all Contract Administrators (3) in meeting objectives and functions and institutional policies and procedures. In addition, the Associate Director will develop and monitor applicable departmental policies to ensure

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contract and institutional compliance with federal and state regulations including but not limited to the FAR's, OMB and other government contract regulations and procedures and agency regulations and collaborate and work across all functions with faculty and staff at the University to continuously improve the administration and management of sponsored research and contracts administration.

Responsibilities include the following:

Supervise Contracts Administrators in the administration and management of contract proposals and awards – this includes all pre/post award functions.

Supervise proposal submissions for government and industry research contracts, including: provide guidance to principal investigators, project budget creation and review, compliance review, interpretation of funding agency regulations, monitoring of allowable expenses and overall financial administration of contracts.

Manage a portfolio of awarded research contracts, including fiscal management, tracking and reporting contract performance and compliance. This may include monitoring payroll costing, invoicing, journal entries, budget transfers, and effort reporting.

Maintain contract files, sub-contracts, contract modifications, consulting agreements, split-funding forms, effort reporting, sub-recipient monitoring, record retention of contract documents, and employee status forms for faculty and staff personnel changes.

Coordinate other activities, special reports, projects, and other related duties as assigned.

Continuously develop simplified and effective procedures for contract administration with particular emphasis on regulations and compliance.

Generate reports as requested, including raising potential concerns involving contract budget management, administration, compliance issues and other key issues revolving around contract administration and compliance.

Qualifications

Required Qualifications and Skills:

Bachelor's degree and at least five years of contract management experience; at least three years in a supervisory capacity

Extensive knowledge of the theories, principles, methods, and procedures of contract administration and compliance

Extensive experience in government contracting, budget management, compliance and administration

Extensive knowledge of the FAR's, procedures, and laws applicable to the compliance and administration of government contracts

Must have a strong understanding of finance, accounting and budget

Must possess a general knowledge of government contract pricing

Strong analytical and problem solving skills

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Ability to make independent decisions and/or recommend solutions

Ability to develop, analyze and review project budgets and expenditures

Must have exceptional time management skills and flourish in a deadline driven environment

Ability to formulate and implement operational policies and procedures effectively for contracts

Exceptional verbal and written communication skills

Proficient with MS Office programs such as Word, Excel, PowerPoint and Outlook

Preferred Qualifications:

Pre/post award contract experience in a higher education setting

Contact Information

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

Contact

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