

Grants and Contracts Manager University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=140636>

Downloaded On: May. 31, 2020 6:12am

Posted Mar. 25, 2020, set to expire Jul. 22, 2020

Job Title	Grants and Contracts Manager
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	Mar. 25, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Finance/Investment Management Grant Writer/Technical Writer
Apply Online Here	https://apptrkr.com/1882421
Apply By Email	
Job Description	

University of Idaho

Grants and Contracts Manager

Location: Moscow

Division/College: Dean's Office

Employee Category: Exempt

Pay Range: \$47,424 per year or more depending on education and experience

Full/Part Time: Full Time

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Position Summary:

This position will provide oversight and comprehensive financial management of grants, contracts, sponsored projects and other external funding activity for the College of Natural Resources (CNR), and will report to the CNR Chief Operations Officer. Other duties include: functioning independently to analyze proposals, grants, and contracts including making revisions to budgets to ensure compliance to all internal and external policies, rules and guidelines; performing a variety of financial, budgetary and personnel functions to effectively administer external funding for CNR including oversight of expenditures, project reporting to funding entities, and award closeout; supporting CNR initiatives to increase external funding awards and compliance by supporting students, faculty, and staff participating in sponsored projects; serving as the primary liaison between CNR and the University Office of Sponsored Programs and functioning as part of a team providing financial services in CNR.

Minimum Qualifications:

- Bachelors degree in related area and 5 years of experience with federal, state and sponsored project funding, including experience with financial management and compliance.
- Experience with interpreting, applying and explaining complex regulations or procedures.
- Experience in analyzing and interpreting financial information; maintaining accounting systems; budget development and monitoring; and reconciling accounts, particularly in a higher education setting.
- Experience in grant administration, including proposal development.

Preferred Qualifications:

- Masters Degree in a related field.
- Excellent oral and written communication skills.
- Proven organizational skills; ability to work with a high level of accuracy with acute attention to detail; and meet required deadlines.
- Knowledge of University of Idaho policies and procedures as they related to financial policies and procedures.

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- Experience with financial databases, management and reporting systems such as Banner Finance, Argos, VERAS and other office management software such as Microsoft Office Products (Word, Excel, Outlook, etc.)

- Ability to work independently and within team settings as needed.

- Willingness to travel and/or work nights/weekends.

Physical Requirements & Working Conditions:

- Must be able to sit for long periods of time.

Posting Number: SP002445P

Posting Date: 03/23/2020

Closing Date:

Open Until Filled: Yes

Special Instructions:

Position is open until filled. Applications received by April 21, 2020 will receive first consideration.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1882421\]](https://apptrkr.com/1882421)jobs.uidaho.edu

EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information



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

Contact

University of Idaho

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