

Senior Post-Award Financial Specialist - Finance Tufts University

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Posted Dec. 11, 2020, set to expire Apr. 25, 2021

Job Title Senior Post-Award Financial Specialist - Finance
Department
Institution Tufts University
Medford/Somerville, Massachusetts

Date Posted Dec. 11, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Grant Writer/Technical Writer
Finance/Investment Management

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001715>

Apply By Email

Job Description

Department Summary:

The Post-Award Research Administration Office in the Division of Finance is responsible for the post-award financial oversight of all sponsored project activity at Tufts University. Post-Award develops and implements sponsored project compliance programs working closely with Pre-Award Research Administration, School and other University administrative offices ensuring financial activities comply with federal/state or donor regulations as well as university policy. Post-Award is also responsible for financial reporting, cash collection and the sponsored project related data created and maintained in PeopleSoft Financials in support of sponsored project activity. This includes the creation and closeout of awards within the system, monitoring budget and expense activity and assisting research departments in the fiscal management of their sponsored projects. Additional responsibilities include drawdowns, billing and collection of receivables. Post-Award is a key resource in the administration and interpretation of sponsored project financial regulation and compliance matters. Working closely with university administration and the research community, Post-Award is responsible to provide

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guidance in developing practical solutions to sponsored project management issues.

Job Summary:

The Sr. Post Award Financial Specialist administers complex grants and contracts in accordance with government regulations, donor requirements and university policy. The Specialist provides customer service to faculty and administrators to monitor cash flow, establish new grants and monitor activity, research regulations and interpret agreements, and analyze and process financial data in the general ledger. S/he also projects cash needs, draws funds from letter of credit agencies, issues invoices to donors and facilitates cash collection. S/he generates or creates financial reports for a variety of agencies, prepares balance sheets and schedules, and relays information for financial statement preparation. S/he acts as a resource to the Principal Investigator and others in the community by responding to inquiries, providing training, participating in or leading special projects, and mentoring more junior staff.

Contact Information

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

Contact