

Director of Grants Accounting, Office of Research and  
Sponsored Programs  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=234247>

Downloaded On: Jun. 24, 2024 3:46pm

Posted Apr. 5, 2024, set to expire Mar. 27, 2025

<b>Job Title</b>	Director of Grants Accounting, Office of Research and Sponsored Programs
<b>Department</b>	Office of Research and Sponsored Programs
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Apr. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Research/Technical/Laboratory Fiscal Services Fiscal Services Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Grants-Accounting--Office-of-Research-and-Sponsored-Programs_R2755">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Grants-Accounting--Office-of-Research-and-Sponsored-Programs_R2755</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**External Applicant Instructions**

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**Please upload your resume/CV for automatic population of information to your Kean application.**

- **Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.**
- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

## **Office of Research and Sponsored Programs**

Director of Grants Accounting

Reporting to the Vice President for Research (VPR) with oversight from the Director of General Accounting, the Director of Grants Accounting (Director 3) oversees the financial administration of grants and contracts from award setup through award closeout and ensures compliance with all Federal, State, University and sponsor policies, procedures and guidelines. This position is directly responsible for managing and coordinating daily financial accounting and reporting and ensuring compliance with accounting procedures and controls. This includes accounting, billing, receipting, reporting and ensuring compliance with Federal and State regulations, sponsor/grantor requirements and Foundation activities. *This position requires travel and a flexible schedule including evening and weekend hours.*

**Qualifications:** Master’s degree from an accredited college or university in Accounting, Business Administration or related field and a minimum of three years of grants accounting experience or equivalent experience managing grants is required, including budget management, ensuring compliance with legal or contractual requirements, recordkeeping and preparation of monthly, quarterly and/ or annual reporting, preferably in a college or university environment. Candidate must have proficiency in Microsoft Office Suite; knowledge of GAAP, OMB Uniform Guidance, DHHS Regulations



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and NJHHS guidelines; and effective oral and written communication skills as well as strong analytical acumen. Preferred qualifications include experience with Ellucian/Colleague, Cayuse and Workday and membership in professional associations such as the National Council of University Research Administrators (NCURA) or the Society of Research Administrators International (SRAI).

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

### Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

### Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students,



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**faculty, staff, administrators, and beyond.**

**EEO/AA Statement**

**Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer**

**Contact Information**

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

**Contact**