

Financial and Grant Administrator Tufts University

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Downloaded On: Oct. 12, 2024 8:43pm

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

Job Title	Financial and Grant Administrator
Department	Tufts Center for Study of Drug Development
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20819?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Center for Study of Drug Development (Tufts CSDD) is an academic, multi-disciplinary non-profit research center based within the Tufts University School of Medicine. Tufts CSDD conducts grant-funded empirical research on drug development trends, strategies, practices, and outcomes, provides educational programs and information to help drug developers, regulators, and policy makers improve the quality and efficiency of pharmaceutical development, review, and utilization.

CSDD is seeking an experienced Financial Administrator/Bookkeeper to manage the administration of financial activities including invoicing, paying expenses, monitoring grant payments, managing budgets and reporting.

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What You'll Do

Specifically, using Tufts University financial systems, the Financial Administrator/Bookkeeper is responsible for the following:

- Process grant awards
- Prepare and send Invoices
- Enter and process payables and collections
- Enter and process faculty and staff travel costs, and expense reimbursements
- Process credit card transactions/purchases
- Process contractor, freelancer and vendor payments
- Process subscription orders, report purchases and credits
- Process registrations for professional development programs
- Handle all entries into university systems (e.g., requisition, procurement, grant management, travel cost and financial management)
- Monitor staff time sheets and track staff vacation, personal and sick time
- Assist with the onboarding of new staff
- Meet with customers to discuss payment terms and address discrepancies and issues
- Follow up with customers to collect payments for overdue invoices and payments
- Work with principal investigators to establish grant budgets, resource allocations and grant expenses
- Reconcile financial reports for each project
- Prepare and discuss financial forecasts and budgets
- Conduct month-end, quarterly- and year-end financial closings
- Collaborate with other University admin departments to coordinate finance and contracting activity

What We're Looking For

Basic Requirements:

- 3+ years related experience in bookkeeping and accounting
- Advanced skills and experience using **Microsoft Excel** and **Quickbooks Online Version** to perform basic accounting and financial tracking and reporting; bookkeeping experience
- Comfort level handling multiple projects simultaneously
- This is a remote position but we prefer a candidate who is based in the New England area
- Very organized and detail oriented
- Must have experience managing federal grants
- Strong data entry skills

Preferred Qualifications:

- Experience with other Microsoft Office Suite tools (Word, PowerPoint, etc.) and virtual meeting platforms
- Strong organizational and follow-through skills
- Experience working in an academic institution setting entering, processing and tracking financial data and information

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- Bachelor's degree in a related field

Pay Range

Minimum \$48,500.00, Midpoint \$60,750.00, Maximum \$73,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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