

Post Award Financial Specialist - Research Administration Tufts University

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Posted Jan. 29, 2025, set to expire Dec. 31, 2025

Job Title	Post Award Financial Specialist - Research Administration
Department	Office of the Controller
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 29, 2025
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://jobs.tufts.edu/jobs/21336?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

Post-Award provides financial oversight of all sponsored award activities from set up to closeout, and is part of the Finance Division, Office of the Controller.

What You'll Do

Under general supervision, the Post Award Financial Specialist manages fiscal aspects of sponsored grants and contracts in accordance with government regulations, donor requirements and university policy. The Post Award Financial Specialist establishes new grants, monitors activity and cash flow, analyzes and posts financial data in the general ledger. Generates a variety of financial reports and

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contributes to preparation of financial statements. The Post Award Financial Specialist also acts as a resource and provides training to faculty and administrators and participates in special projects.

Essential Functions:

- Manages fiscal integrity of assigned portfolio of grants and contracts by creating new grants, monitoring expenditures, managing receivables, collecting cash, projecting cash needs, accurately depositing cash receipts and reviewing for compliance with university, federal and other sponsor regulations.
- Assists with estimates of cash needs and draws down funds online from letter of credit agencies.
- Communicates with research staff when payments are based on deliverables and tasks to avoid delinquent reports.
- Prepares and submits monthly, quarterly, final and special reports to sponsoring agencies as required by agreements.
- Processes labor distribution changes as directed and certified by department staff and assists with effort reporting processes as needed.
- Assists with closeout of sponsored grant projects and compliance with final deliverables.
- Acts as a resource for university research community by responding to inquiries and providing guidance.
- Provides training on forms, policies and regulations. Meets regularly with principal investigators and local research administrators throughout course of grants.
- Participates in special projects, audits and responds to ad-hoc report requests.
- May assist in training lower level staff or temporary help.

What We're Looking For

Basic Requirements:

Knowledge and skills as typically acquired through:

- Bachelor's degree
- 3-5 years of experience
- Knowledge and demonstrated technical grant accounting skills
- Strong Excel and MS Office application skills, proficient with enterprise financial system applications
- Deductive reasoning and organizational skills
- Ability to work independently and as part of a team

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Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

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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