

**USF Job Class Description**

JOB CODE: 3218

JOB TITLE: Grant Financial Administrator I

PAY PLAN: 21

CAREER BAND: E

FLSA: P

CBU : 29

Revised: 04/04/2018

Job Title: Grant Financial Administrator I**Job Summary**

Positions assigned to this job class are responsible for reviewing, administering, auditing and accounting for assigned contracts and awards made to USF from external sponsors (e.g., Federal, state, and private industry.) This job monitors sponsored research projects for regulatory and statutory compliance and proper fulfillment of sponsor and University commitments made in the agreement. This job is also responsible for assisting departmental contacts such as faculty, Principal Investigators (PIs), and administrative staff by providing budget and financial information for the sponsored project, giving guidance and direction on proper budget/expenditure procedures and financial control.

Nature of Work

This job typically reports into a senior administrator or managerial level position in Sponsored Research. The post-award division of Sponsored Research is responsible for all financial and compliance related transactions for awarded sponsored projects at USF. The division is organized into teams of Grant Financial Administrators, Senior Grant Financial Administrators, and Assistant Directors which are responsible for award setup, budget modifications, and other related financial transactions; sponsor invoicing and financial reporting; compliance related matters including expenditure transfers, requests for overrides and exceptions, and payroll effort reporting; sub-recipient risk assessment and monitoring, and the final review and closeout of sponsored projects in preparation for record retention and document destruction. The Grant Financial Administrator is responsible for working on one or more of these teams where they will be expected to carry out the day-to day needs of their assigned workload, while exercising sound judgement in the interpretation of and compliance with applicable laws, regulations, and policies to safeguard the University's assets, research portfolio, and reputation as a major research institution. The impact and scope of these duties, along with the accounting, auditing, contract and legal compliance duties, requires the use of discretion and judgment on matters of significance to the research mission of the university. As such, these duties are intended to qualify for exempt status under the Fair Labor Standards Act administrative duties. This position is distinguished from the Grant Financial Administrator II classification by the decreased complexity and volume of assigned awards administered.

Examples of Duties

- Reviews contract terms and conditions to ensure reporting time frames and requirements are communicated at the on-set of the project. Builds appropriate and

complete recordkeeping controls to maintain the University's official records of a sponsored research project. Accurately sets up the grant budget, including cost sharing, and all documentation and responsibilities required by the sponsoring agency to the PIs and associated grant staff.

- Prepares invoices, manages the sponsor billing process and generates budget reports per the contractual requirements of the sponsoring agency.
- Establishes cost sharing budgets and expenditure plans in appropriate University systems (FAST/BANNER). Provides assistance with modifications to budget items.
- Monitors and verifies any payroll and non-payroll expenditure transfers, budget transfers, tuition charges, extra compensation, and other budget transactions on the grant. Reviews and confirms the eligibility of these budget transactions and evaluates the effect each has on effort reporting and cost sharing commitments.
- Monitors cash, budget, and expenses and is responsible for the overall financial management of projects to ensure these transactions are in agreement with the awarded contract terms and USF's policies and objectives.
- Serves as a liaison with sponsoring agencies, academic administrators, faculty members, PIs, University Payroll, Office of Research, and other areas within the University Controller's office on all sponsored project financial matters and assists with resolving any grant budgetary problems.
- Facilitates sponsor/agency payments and draw downs under a letter of credit pursuant to the contract terms and USF grant administration policies.
- Provides financial data and budgetary reports to Principal Investigators (PIs) and their staff to support proper financial oversight of the contract terms and grant expenditures.
- Analyzes grant budget activity and develops responses to sponsor/auditor inquiries based on a thorough review of the accounting transactions, contract terms and conditions, any related authoritative guidance (Federal, state or University), and discussions with University faculty and staff. Collects accounting records and substantive documents in support of these responses.
- Reviews and approves expenditure transfers and override requests.
- Performs sub-recipient risk assessment and monitoring for compliance with applicable policies, and regulations.
- Reviews project financials in preparation for final closeout, ensuring all funding owed has been received, expenses match what were reported to the sponsor, and that the university is in compliance with policies, regulations, and the terms and conditions of the award.

Minimum Qualification Requirements

The position requires a Bachelor's degree and 1 year of professional administrative experience; or a Master's degree. Progressively responsible related experience may substitute for the required education on a year for year basis.