



**USF Job Class Description**  
JOB CODE: 4399  
JOB TITLE: Manager, Grant Financial Administration  
JOB FUNCTION: Accounting, Finance & Budget  
PAY PLAN: 21  
CAREER BAND: F  
FLSA: Exempt  
Effective Date: 09/01/13

**Job Title:       Manager, Grant Financial Administration**

**Job Summary**

This position manages and supervises a team of Grant Financial Administrators or Sponsored Research Administrators who 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 position serves as trainer, reviewer, and consultant to the team. The position also manages financial reports and corrects payroll and non-payroll errors in an oversight capacity.

**Nature of Work**

This position reports to a Director, Associate or Assistant Director, or a similar position. The position supervises a group of employees who perform fiscal and administrative duties for an assigned group of contracts in central grant financial administration office. Most positions in this job class will have responsibility for fulfilling a wide range of administrative activities; however, some positions in this job class may be more specialized on one or two administrative responsibilities. Positions assigned to this classification must directly supervise two or more regular full-time employees, and otherwise meet the criteria for the Executive exemption under the Fair Labor Standards Act. Additionally, positions assigned to this class must meet the requirements for an Administrative exemption under FLSA by providing administrative leadership on matters of significance with regard to human resources, procurement, budgeting, and/or regulatory compliance.

The position is responsible for interpreting university and functional policies, ensuring that administrative activities comply with policies and procedures for the conduct of university business. The Manager trains direct reports and support staff throughout their unit on administrative procedures and requirements, and serves as a liaison with other administrative departments, as well as research teams in Sponsored Research. This position advises department staff and faculty on administrative matters, and uses considerable discretion and judgment to counsel staff and faculty on appropriate courses of action.

The impact and scope of these duties, along with the accounting, auditing, contract and legal compliance duties require the use of discretion and judgment on matters of

significance to the research mission of the university. As such, these duties qualify for exempt status under the Fair Labor Standards Act administrative duties.

### **Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Manages and provides training and oversight for a team of Grant Financial Administrators on policies and procedures associated with grant management.
- Hires, trains, motivates, manages, evaluates, and coaches the performance of assigned staff members to meet the administrative goals and requirements of the unit.
- Manages human resources related matters, including hiring needs, rate planning, salary increases, promotions, terminations, layoffs, and complex disciplinary actions.
- Ensures the timely and accurate administration of payroll, timesheets, leave administration, etc.
- Assists the unit's Equal Opportunity Liaison with the unit's Affirmative Action and diversity programs, fulfilling reporting requirements and participating in diversity programs and activities.
- Serves as an administrative representative for the unit on division, college, campus or university-wide committees and work groups.
- Develops and implements business and fiscal processes to ensure compliance and good stewardship of University resources.
- Remains up-to-date with changes in University, state, federal, and sponsoring agency policies and regulations.
- Manages and/or participates in special projects and analysis work, such as physical moves, reorganizations, institutional effectiveness plans, development of unit metrics, and specialized research related to the function of the unit.

- Reviews and manages the financial reports of the team and applies accounting techniques to a variety of analyses and corrections.
- Monitors and corrects errors on 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.
- Reviews contract terms and conditions to ensure reporting periods 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.
- Sets up the grant budget, including cost sharing, and ensures all documentation and responsibilities required by the sponsoring agency is communicated to the PIs and associated grant staff.
- Manages financial processes performed by subordinates, including sponsor invoicing and billing; reviews reports to ensure compliance with contractual requirements.
- Establishes cost sharing budgets and expenditure plans in appropriate University systems (FAST/BANNER).
- Provides assistance with modifications to budget items.
- 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.
- Advises faculty Principal Investigators and other researchers on financial and compliance matters with significant economic impact and potential liability.
- Interprets and applies administrative policy related to finance, accounting, budgeting, auditing, purchasing, procurement, legal and regulatory compliance

#### **Minimum Qualification Requirements**

This position requires a bachelor's degree in an accounting or business and three years of work experience in research, research administration, or a university financial function; or a master's degree in the same fields and two years of experience in fields noted above. Relevant work experience may be substituted for the educational requirement on a year-for-year basis.