Title: Grant Administrator Sr  

**Pay Scale Group:** 00 (Broadband)

**Essential Function**

Professional employees engaged in the day-to-day administration of finance related activities for multiple fiscal assignments, and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

**Characteristic Duties**

Assist faculty and staff with researching, locating, developing, writing, and administering federal, state, and private grants, contracts, and external funding sources;

Oversee and ensure compliance of grants;

Implement policies to ensure compliance with funding agency regulations;

Advise faculty/staff in the design of sponsored programs;

Oversee proposal preparation and submission process;

Serves as an expert resource to others; may serve on committees and projects;

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s degree with four (4) years’ experience; OR- Associate’s degree and six (6) years’ experience; OR- eight (8) years’ experience; degree must be in accounting or related field with related accounting experience. Incumbent must possess an ability to function as either the financial expert in a single highly complex and integrated financial area or as the financial expert in multiple complex financial areas and understand problems from a broad, interactive perspective and must possess substantial knowledge of other specialties and ability to integrate this knowledge.

**Skill level:** Engage in functions where the majority of job assignments involve complex and exceptionally difficult problems; requires advanced and comprehensive fiscal knowledge in one of more accounting or finance area(s); requires anticipation of customer and system needs, along with formulation and implementation of plans to meet these needs; requires development of solutions that combine information and ideas in new and unprecedented ways; entails work assignments that generally include team coordination, project planning, strategic planning, work lead, or training functions; work at a high level of independence.

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