

The University of West Florida, located in Pensacola, Florida, seeks applications for the Business Manager (position no. 113180) in Research Administration and Engagement (RAE). This full-time position is a member of the RAE post-award team and is responsible for establishing, maintaining and closing contracts and grants in the University accounting system, including grant matching funds required by 2 CFR 200 and assisting with the testing and implementation of the Banner Financial System updates as required.

Minimum Qualifications: Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Position Qualifications: Extensive knowledge of accounting principles. Thorough knowledge and understanding of University policies and procedures. Thorough knowledge of complex federal and state rules, laws, regulations governing sponsored research administration (including but not limited to 2 CFR 200). Knowledge of statistical principles and analysis. Thorough knowledge and application of various and specific computer programs including but not limited to Microsoft Office applications, Adobe Acrobat and SCT Banner, Document Imaging (BDMS).

Preferred Qualifications: Master's Degree and 5 years of accounting experience. 1 year of experience with Accounting Software program. Certified Research Administrator (CRA).

Salary Range: \$50,000-\$55,000

Applications are continuously accepted until the position is filled but the preferred response date is 08/11/2023.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and contact information for three references. *References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). E-Verify is required for employment. All applications for employment at the University are subject to Florida public records law.