

JOB DESCRIPTION

Employee Name	TBD	Department # / Name	160-6335-81005-500039
Current Job Title	Post-Award Financial Research Administrator	Current Working Title	Post-Award Financial Research Administrator
Supervisor Name		Supervisor Title	Director
Work Hours per Week	Mojgan Sohrabian	Position type	Post Award Administration
	40 hours		Full-time

Position Summary

Chapman University is a growing research institution elevated to R2 status in 2019 by Carnegie Classification of Institutions of Higher Education. The institution is committed to providing high quality support to faculty engaged in research and creative activity, harnessing cutting-edge research to teaching, linking faculty scholarship and the classroom experience. The Office of Research is a diverse and dynamic team that is centrally engaged in the critical mission of Chapman University.

The Post-Award Financial Research Administrator works in the Office of Research at Chapman University and supports post-award research and sponsored programs activities for a range of disciplines. This includes the management of sponsored projects accounts from setup of the account through award close-out. The position monitors financial activity on accounts, making decisions on allowability, allocability, reasonableness, and consistency. Administrator is responsible for financial oversight of project activities to ensure compliance with sponsor and university policies and federal, state, and local government regulations. Perform additional duties as assigned.

Duties and Responsibilities Assigned to the Position.

List the duties in descending order of importance starting with the most essential duties. To add a row, highlight entire row, click on Table in the menu bar, then select insert rows above or below.

<u>% of Time</u>	<u>Frequency (D, W, M, A)</u>	<u>Duties No.</u>	<u>Essential (Yes/No)</u>	<u>Detailed Duties</u>
45%	D	1	Yes	<ul style="list-style-type: none"> Review and authorize or deny expenditures on accounts. Assist faculty with preparation of post award requests to sponsors. Discuss expenditure or other post award issues with sponsors. Assist with solving post award issues in all financial areas (Payroll, Purchasing, general Accounting). Review and verification of Drawdowns and invoices. Prepare/review and/or submit financial reports.
20%	D, W, M	2	Yes	<ul style="list-style-type: none"> Assist with collection or analysis of financial data as required, including audit requests, and special report requests.
10%	D, W, M, A	3	Yes	<ul style="list-style-type: none"> Review award packages with Director of Sponsored Projects Services to ensure correct establishment of account in system. Authorize and/or process updates to account budget as required.
10%	D, W, M	4	Yes	<ul style="list-style-type: none"> Assist with collection efforts upon request from Financial Services Manage cost sharing documentation provided by units, as well as sub-recipient monitoring activities.
10%	D, W, M	5	Yes	<ul style="list-style-type: none"> Review effort allocation and payroll requests; provide guidance to units when required
5%	D, W, M, A	6	Yes	<ul style="list-style-type: none"> Other special reports or job duties as periodically assigned.

Qualifications for the Position: Experience, Skills, Knowledge, and Abilities.

Indicate the importance of each by designating it as required (R), desired (D), or will train (WT). In addition, for each item, indicate the corresponding essential function number from above.

Duties	Importance	Skills, Knowledge and Abilities
No.	(R, D, WT)	
All	R	Minimum qualifications include a Bachelor's Degree and two years of related experience or any equivalent combination.
All	R	Must be familiar with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
All	R	Experience in management of externally funded programs in a university environment or similar complex research setting.
All	R	Demonstrated knowledge of federal regulations and the legal and regulatory environment governing research administration in the conduct of academic research, grants and contracts.
All	R	Interaction with federal agencies, industries, and other nonprofits.
All	R	Skill to operate a computer in a networked environment, including working knowledge of computer programs.
All	R	Excellent computer skills in the use of word processing, spreadsheet, presentation applications, preferably Microsoft Office Suite software and Adobe Professional.
All	R	Technical skills to learn and use enterprise systems and other job-related software.
All	D	Experience working with PeopleSoft Financials and PeopleSoft Grants preferred.
All	R	Experience working in a team-oriented environment with ability to take initiative and work independently.
All	R	Proven ability to meet deadlines and produce high quality products.
All	D	Related experience in an academic research administration environment strongly preferred.
All	R	Thorough knowledge of pre- and post-award grants administration.
All	R	Understand federal, state, and local policies governing sponsored research.
All	R	Basic knowledge of accounting, budgeting, and finance.
All	R	Excellent oral and written communication skills.
All	R	Strong interpersonal skills and the ability to support and work with a diverse group of faculty and staff.
All	R	Demonstrated problem-solving skills.
All	R	Ability to implement, and interpret policies and procedures and communicate sensitive information verbally and in writing to a diverse population.
All	R	Ability to demonstrate tact and diplomacy and maintain high level of confidentiality.

Special Conditions of Employment for the Position.

Chapman University requires that all new hires and existing employees moving into a new position have completed a successful background check. If this position requires additional checks or licenses, please check the appropriate box on the left.

Credit check

Positions that are managerial; involve regular access to confidential or proprietary information; have signatory authorization on a bank or credit card info with SSN and DOB; access to cash totaling ten thousand dollars or more; or can enter into financial transactions on behalf of the company

**On-call rotation duties**

Positions that require employee to be available during on-call shifts.

**Some evening and weekend work hours****DMV check**

Positions that drive 500 miles or more per year in personal, Chapman-owned or rental transportation for business purpose. Or positions that involve driving a university-owned vehicle or electric cart.

**Different work shifts**

Standard hours of the university are 8:00 a.m. to 5:00 p.m., Monday thru Friday. **Please list work schedule if different:**

**Grant funded.**

Continued employment is dependent on continuing grant funding after specific end date.

Occupational license or certification

Positions that require licenses for the job, such as nursing. **Please list:**

**Others, please list:**

May include working occasionally at the Rinker Campus in Irvine.

Type of Supervision Required for the Position. (Choose one; see detailed definitions of categories in guideline section)

<input type="checkbox"/> Close Supervision Assigned duties based on specified procedures	<input type="checkbox"/> Supervision Assigned routine duties within established policies and	<input checked="" type="checkbox"/> General Supervision Develop own procedures to perform a variety of duties, or complex duties within	<input type="checkbox"/> Direction Develop departmental procedures to attain specific goals within established policies.	<input type="checkbox"/> General Direction Formulate university-wide policies and goals, and establish procedures.
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Positions that are Supervised by this Position

None

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job by using these codes to complete the sections below:
"C" = constantly, 6-8 hours/day; **"F"** = frequently, 3-6 hours/day; **"O"** = occasionally, up to 3 hours/day; and **"N"** = never.

Physical requirements of the Job:

O Bending [neck]
O Bending [waist]
O Climbing
N Crawling
O Kneeling
O Pushing/Pulling
C Sitting
O Squatting
F Standing
F Twisting [neck]
F Twisting [waist]
F Walking
C Handling Objects
C Using fine finger movements [manual dexterity]
F Reaching above/below shoulder [circle]
N Using foot controls [repetitive foot movement]
 Other _____

Must carry/lift loads of: [also select carry &/or lift]

X Up to 25 lbs ☐ carry / ☐ lift
 25 - 50 lbs ☐ carry / ☐ lift
 over 50 lbs ☐ carry / ☐ lift

Mental Requirements of the Job:

C Reading & Comprehending
C Writing
F Performing Calculations
C Communicating Orally
C Reasoning & Analyzing
 Other _____

Environmental Working Conditions:

O Is exposed to excessive noise
N Is around moving machinery/equipment
O Is exposed to variation in temperature &/or humidity
O Is exposed to dust, fumes, gases, chemicals, radiation or microwaves [circle]
N Is exposed to bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.
N Drives motorized equipment
O Walks on uneven ground
O Works in confined quarters
N Works in an elevated work site
O Is exposed to building construction
N Contact with water/liquids
N Uses special visual or auditory protective
 Other _____

I understand that I am responsible for adhering to the University Injury and Illness Prevention Program (SB 198 Guidelines) in performing the essential functions assigned on this job description. I understand that I am responsible for complying with and incorporating University safety policies and procedures into my job.

Employee Signature & Date_____
Supervisor Signature & Date_____
Department Head Signature & Date**For Human Resources Use Only:**

New or Updated:
 Approval Date:

Approved Job Title:
 Approved By:

Position Control No:
 Job Category:
 FLSA Exemption: