

Grants Manager, Post-Award

Reporting to the Controller of Lewis University, the Grants Manager, Post-Award is responsible for the oversight and management of grants and contracts (grants) awarded by federal, corporate, and other sources. The Manager serves as subject matter expert (SME) on post-award grant administration. The Manager will establish and communicate policies & procedures, oversee the maintenance of expenditures and other post-award records, and will be responsible for the refinement of an efficient and compliant post-award infrastructure. This position resides at Lewis University, which has agreed to share the employee with Elmhurst University.

Duties:

General Administration

- Oversee all aspects of post-award operations and strategies for the management of sponsored projects (grants), including the planning and implementation of appropriate policies, processes and controls to comply with regulations and policies prescribed by funders and by each University.
- Monitor and maintain currency with federal grant accounting regulations and practices. Participate in continuing education and training provided by grantors and by professional organizations, as directed or approved by the University.
- Assure that adequate procedures are in place to monitor any sub-recipients and their compliance with sub-award provisions.

Communications

- Partner with appropriate College offices, particularly Financial Affairs, to manage, develop, and implement policies, processes, and systems for all aspects of financial management.
- Establish and conduct regular reviews of grant terms, and compliance with grant financial and performance status and requirements with Principal Investigators (PI's)
- Resolve issues that may arise with contractors, subrecipients, and other parties participating in the conduct of a grant.
- Serve as SME to PI's and University administrators on grants and compliance requirements.
- Other duties and functions as assigned.

Financial Administration

- Prepare grant budgets, financial forecasts, and other detailed calculations.
- Review grant expenditures for adequate documentation and compliance with applicable regulations. Ensure effectiveness of budgetary controls.
- Prepare detailed schedules and account reconciliations to ensure financial transactions are properly recorded.
- Oversee grant cash management and accounts receivable; ensure timely and accurate invoicing and funding draws.
- Oversee each University's effort reporting and compensation allocation mechanisms to ensure the process complies with applicable regulations.

- Compute and prepare indirect cost rate proposals for funders
- Communicate reconciliation results to finance personnel to ensure necessary accounting transactions, budget adjustments, allocations and cost transfers are prepared and processed.
- Prepare and provide/file timely and accurate funder-required reports and data requests, including the Schedule of Federal Expenditures of Federal Awards (SEFA) and the related Data Collection Form (DCF).
- Prepare materials for and act as primary liaison with external auditors for the annual Uniform Guidance Audit (formerly known as the A-133 audit).
- Manage processes for completing annual, national surveys such as the NSF HERD survey.

Requirements:

Minimum

- Bachelor's degree in finance, accounting or business administration or the equivalent
- Three years of post-award sponsored research experience, preferably in a higher education setting
- Knowledge of the Uniform Guidance (formerly known as A-21, A-110, A-133) compliance requirements and Federal Acquisition Regulation
- Knowledge of federal agency policies (e.g. NSF, NIH, NASA)
- Strong familiarity with accounting and related financial transaction processing
- Experience with budgeting and forecasting
- Skilled in use of Excel, ERP systems, and databases
- Excellent written and verbal communication skills
- Ability to respond to a wide variety and volume of requests from numerous individuals in a timely and professional manner
- Strong focus on attention to detail and accuracy
- Independent thinker and analytical problem solver
- Demonstrated ability to improve processes and enhance systems
- Effective negotiation, analytical, and interpersonal skills

Preferred

- Master's degree in finance, accounting, or business administration
- Certified Research Administrator credentials