

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: POST AWARD SPECIALIST I

Reports To: Designated Supervisor

UW Job Code: 4506

UW Job Family: 32 - Administrative Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 23

Date: 7-1-21

JOB PURPOSE:

Administer sponsored projects awarded to the University of Wyoming from external sources, as well as internal UW-funded projects, according to the agency regulations and policies and comply with University of Wyoming policies and procedures; operate under many complex layers of regulations including the Code of Federal Regulations Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements (UG), as well as Sponsor policies and procedures, and the State of Wyoming and University of Wyoming rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Set up all externally and internally funded awards/projects in the Electronic Research Administration (eRA) system, ensuring awards/projects requirements and deliverables are set up in compliance with award-specific terms and conditions.
- Set up all externally and internally funded awards and award budgets in the grant accounting system (WyoCloud-PPM), ensuring the Facilities and Administration (F&A) Burden Structure attached to award/project budget corresponds with the F&A rate reflected in the award agreement.
- Set up sub-awards and sub-award budgets in both the eRA system and WyoCloud-PPM.
- Process award budget modifications.
- Maintain copies of all agency deliverables in the Sponsored Programs' files electronically.
- Understand specific grant requirements; ensure financial compliance on contract conditions and assurances.
- Communicate with the Principal Investigators and the Fiscal Managers regarding the project's financial status.
- Contact sponsors concerning accounts receivable that are sixty (60) days or earlier and turn over accounts receivable older than 60 days to the Account Receivable team for collection.

- Coordinate with the Accounts Receivable team to ensure the final draw-down of funds on awards are accurate. Also, prepare monthly draw-down of funds as may be required.
- Prepare monthly, quarterly, and annual financial reports as required by each agency for various contracts and sponsored projects.
- Responsible for monthly/quarterly/annual invoicing/billing for all awards assigned in portfolio, except the larger federal letter of credit draws.
- May monitor all compliance on contracts and sponsored programs. As may be required, perform periodic budget reconciliations and review to ensure allowability of activities charged to a project.
- Review expenditure corrections for accuracy, allowability, and compliance.
- Maintain compliance with auditor's demands to maintain copies of all agency deliverables in the Sponsored Programs' files.
- Motivate principal investigator regarding compliance with funding agency rules and regulations.
- Plan and facilitate quarterly outreach research administration, quarterly quality improvement sessions with departments/units in assigned portfolio.
- Close projects in timely fashion and verify that all financial and closeout documents are submitted to the sponsor and budget balance and cash balance for each project are fully reconciled.
- Prepare electronic requests for funds and reports with independent judgment.
- Foster a positive team climate by working collaboratively in sharing information.

SUPPLEMENTAL FUNCTIONS:

- Facilitate independent auditors and agency representatives in their examination of the sponsored programs' records.
- Perform other duties and special projects, as directed.
- May serve on University and/or external committees or task forces as necessary.
- Attend conferences and workshops applicable to sponsored programs' administration.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Influence
- Integrity
- Judgment
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, advanced, and expert level of accounting theory, principles and practices.
- University, federal, state, and sponsored agencies' policies, regulations and procedures.
- Business practices and financial reporting methods and techniques.
- Basic, advanced and expert mathematical calculations and theory.
- Basic and advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Basic and advanced auditing policies, standards and procedures.
- Cash handling policies and procedures.
- Project supervision and training methods and techniques.
- Effective communication methods, both written and orally.
- Problem-solving methods and techniques.

Skills and Abilities to:

- Provide expert-level Research Administration consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability reporting and funding requirements.
- Balance and reconcile budgets following accounting policies and procedures.
- Effective, clear and concise communication, both orally and in writing with University, State, Federal and outside agencies.
- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.
- Prioritize work assignments, autonomously.
- Meet multiple and demanding deadlines.
- Use computer applications including spreadsheets, databases, graphs, charts and a computerized accounting system.
- Prepare computerized financial reports and make projections.
- Maintain and manage accurate accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Provide project supervision and train others on accounting practices and procedures.
- Interact effectively with auditors.
- Research information to attain answers and solve problems.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Indoor/office environment. Position subjected to computer video display hazards and repetitive hand movement hazards regularly.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.