

University of Illinois
Office of Business and Finance
UIC Grants and Contracts
Business Administrative Associate (Sponsored Award Specialist)
Chicago Campus

The University of Illinois seeks a Business Administrative Associate (Sponsored Award Specialist) to provide managerial assistance and expertise to facilitate and oversee post-award accounting activities for sponsored projects administered by the Office of Grants and Contracts including: applying specialized knowledge about data maintenance to ensure operations are conducted in compliance with University/departmental policies and procedures and applicable state/federal laws, and adhere to contractual obligations; setting up and closing out sponsored project funds; performing complex analysis of post-award financial data/information; assisting with production of managerial business and financial reports; and initiating/performing other administrative responsibilities that requires specialized knowledge about sponsored project post-award administration to effectively integrate established University/sponsor regulations and guidelines with applicable policies and procedures. Additional responsibilities include:

1. Responsible for coordinating and performing comprehensive post-award financial accounting activities that requires specialized knowledge to process and oversee complex operations related to grants and contracts financial administration, and to manage a higher volume of sponsored projects specific to assigned schools/colleges. This includes managing the post-award lifecycle of sponsored projects, including grant set-up, billing/invoicing, expenditure monitoring, financial reporting and close-out. (15%)
2. Provide managerial assistance to establish, implement, and oversee post-award financial and compliance policies for sponsored projects including identifying areas in which policies need to be developed and/or updated to promote the overall effectiveness of operations and services administered by the Office of Grants and Contracts. (5%)
3. Provide direction to University officials/staff to facilitate post-award activities, promote consistency in processing functions, and ensure compliance with regulations and guidelines established by University/sponsor constituencies, which requires expertise in post-award administration, and specialized knowledge about applicable policies and procedures. (10%)
4. Responsible for maintaining specialized knowledge about sponsored project terms/conditions related to post-award accounting activities, and about applicable University/departmental policies and procedures related to establishing and overseeing the administration of sponsored project accounts. (10%)
5. Conduct detailed, complex review and analysis of sponsor policies and procedures to effectively coordinate and manage pre-audit and post-audit business transactions related to restricted and unallowable cost categories for propriety, allocability, correctness, and reasonableness. (10%)
6. Develop and produce business and financial reports related to post-award financial activities for distribution to departmental business managers and grants administrators to facilitate the timely close-out of federally funded grants and contacts. (15%)
7. Provide managerial assistance to develop and prepare external interim and final financial close-out reports required by both federal and non-federal sponsors that provide information regarding budgets, expenditures, unobligated balances, property, and other data outlined in the grant and contract terms and conditions. Preparation of reports includes a limited audit of transactions related to restricted and unallowable cost categories to ensure propriety, allocability, correctness, and reasonableness issues align with governing sponsor policies and procedures. (15%)
8. Responsible for analyzing and assessing issues communicated by customers to determine and initiate a course of action that effectively addresses concerns and/or resolves problems. (10%)

9. Serve on University, campus, and/or Office of Grants and Contracts committees/teams as assigned, and participate in the development and implementation of technological enhancements and process reengineering projects. (5%)

10. Perform other duties appropriate for the position of Business/Administrative Associate (Sponsored Award Specialist). (5%)

Qualifications:

Minimum Qualifications

1. Bachelor's degree in business administration, management or a field related to the position
2. Two years of professional level accounting, managerial and/or business experience, one year of which was at an administrative level
3. Additional education, training and/or work experience in the area of specialization inherent to the position may be required

Preferred Qualifications:

Required:

1. Two years' demonstrated financial and administrative skills acquired in a complex business, academic, or government work environment.
2. Strong verbal and written communications skills to effectively present information and respond to colleagues and others seeking guidance and/or clarification about issues related to organizational operations.
3. Creativity in independently exercising good judgment and discretion.
4. Excellent problem-solving skills.
5. Professional skills that successfully merge organizational and customer service objectives.
6. Demonstrated teamwork skills to address/resolve difficult, complex issues/problems.
7. Effective multi-tasking capability that promotes quality work while meeting stringent deadlines.
8. Proficiency with Microsoft computer programs/applications (including Word, Excel, Access, Outlook, and Internet Explorer).

Preferred:

1. Experience working in a higher education institution, preferably the University of Illinois.
2. Specialized knowledge about sponsored project post-award administration within an academic environment.
3. Knowledge about University business policies and procedures.
4. Knowledge about, and experience with, Banner programs/applications.

Specialty Factors:

1. *1. Understanding of Federal Office of Management and Budget Uniform Guidance and previous OMB Circulars A-110 (Administrative Principles), A-21 (Cost Principles), and A-133 (Auditing Principles).
2. *2. Knowledge regarding grants and contracts policies in a university setting and applicable sponsor regulations and experience interpreting and advising on their application.
3. *3. Knowledge of various sponsored research award sponsors' payment and financial reporting systems.
4. *4. Knowledge of unobligated balance restriction, carryover, and offset processes, of their impact on availability of funds, and their relevance in post-award financial administration.

5. *5. Experience with “cradle-to-grave” post-award administration approach.
6. *6. Exposure to Daily Process Improvement (DPI) as it applies to Grants and Contracts Office’s core functions and projects.

* Denotes Specialty Factors

To Apply: For fullest consideration, please complete an online application by going to <http://jobs.uic.edu/Chicago>.

Please upload all valid certifications and transcripts within the document section of your online application.

All civil service positions require an exam. The exam for this position is a Credentials Assessment. You will not be required to report in person for this exam.

Credential Assessment Exam Scoring Information:

You will **not** be required to report in person for this exam. The updated online application and all uploaded, relevant documents, such as a resume and/or college transcript will be used in the calculation of the exam score. These documents should be uploaded prior to the position close date.

When completing your online application, please be sure to provide detailed information about your job knowledge and specific duties and responsibilities, as your qualifications for any Civil Service position will be primarily determined based on what is contained in the application. Dates of employment and if employed on a full or part time basis (including number of hours per week) must be indicated for each position held. Additional consideration will be given to supporting documentation i.e. resume, transcripts, licenses, and certifications so please be sure to attach all applicable documents.

If a degree or college coursework is required, you must provide official transcripts.

Transcripts/Licenses/Certifications **MUST** be uploaded electronically to your online application through the "Documents" page on the Civil Service Employment Application (page 4). Be sure to select the appropriate document type before uploading the document.

If your educational institution provides electronic transcripts, please have them sent to marin@uillinois.edu

If your educational institution doesn’t provide electronic transcripts, they must mail the transcripts to:

University of Illinois at Chicago
Recruitment and Staffing
Human Resources Building Room 109
715 S. Wood Street M/C 862
Chicago IL 60612

Attn: **C47062 Business/Administrative Associate (OBFS-UIC Grants & Contracts) - GM**

If an application and all applicable forms, transcripts, and supporting documents are not submitted by the close date, the applicant/employee will not be considered for this position and will be denied.

For fullest consideration, the above mentioned requirements must be submitted no later than **Thursday, July 21, 2016**.

We appreciate your interest in employment at the University of Illinois at Chicago.

The University of Illinois is an Affirmative Action/Equal Opportunity Employer.

This position requires Illinois residency within 180 days of the hire date.