SIU Carbondale  
Position Description

Employee’s Name: ____________________________ AIS ID: ____________________________

Position Information:

Position Title: Grants and Contracts Associate - Post-Award Financials Position #: __________

Department: Office of Sponsored Projects Administration

This position is:  C  Administrative/Professional Staff (A/P)

☑  Civil Service Staff

Reason for Position Description

C  New Position

C  Existing Position Duties Revised

☑  Newly Hired Employee

☑  Requested by HR for State Universities Civil Service System Compliance

Action Requested:

C  Review for Appropriate Title/Classification

☑  None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED

C  Other: ______________________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:

Signature ____________________________  Print Name ____________________________  Date __________

Supervisor:

Signature ____________________________  Print Name ____________________________  Date __________

Dean/Director:

Signature ____________________________  Print Name ____________________________  Date __________

Vice Chancellor:

Signature ____________________________  Print Name ____________________________  Date __________

Chancellor/President:  (if required)

Signature ____________________________  Print Name ____________________________  Date __________

FOR HR USE ONLY

DER Approval: ____________________________  Date: __________

Title Code: __________  EEO Code: __________  Job Code: __________  FLSA: __________

IPEDS: __________  Security or Safety Sensitive: _____
Please provide the information requested directly on this document. If space available is inadequate, attach additional sheets.

1. **DUTIES AND RESPONSIBILITIES** List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. List in the order of importance.

1. Grant and Contracts Associates are responsible for the general fiscal oversight of externally-sponsored projects at SIUC.
2. They facilitate the administration of projects for principal investigators (PIs) and fiscal officers (FOs) by:
   a. Reviewing award documents, including the interpretation and enforcement of sponsor guidelines;
   b. Maintaining a centralized database for all awarded projects;
   c. Inform PIs and FOs of fiscal deadlines and request supporting documentation to support expenses;
   d. Preparing and submitting invoices and other financial reports to sponsors;
   e. Reviewing and approving account correction requests and other expenses;
   f. Responsible for the computation of cost-sharing to ensure University contribution to sponsored projects is attained.
   g. Communicating with sponsors regarding fiscal matters;
   h. Alerting PIs and FOs of any account that is overspent;
   i. Closing grant accounts in a timely manner;
   j. Initiate follow-up on delinquent reimbursement requests from sponsoring entities;
   k. Assisting with audit related issues;
   l. Keeping abreast with the changing regulatory landscape associated with sponsored funding.
3. Contributes to the development, implementation, and analysis of OSPA policies and procedures related to financial research administration.
4. Responsible for the allocation of the Facilities and Administrative expenses on a monthly basis.
5. Other duties as assigned.
2. **HUMAN RESOURCES FUNCTIONS**

2.1. Specify the number of employees reporting directly to this position.

   Head Count: __________  FTE: __________

2.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees.

   Head Count: __________  FTE: __________

3. **PRINCIPAL CHALLENGES** Describe the nature and variety of the most complex problems that are faced by this position.

1. Knowledge of, or the ability to learn federal, state and funding agencies policies, procedures, laws, regulations, and codes applicable to the administration of grants and contracts.
2. Knowledge of principles and processes involved in contractual and grant monitoring procedures.
3. Ability to perform complex tasks and to prioritize multiple projects.
4. Ability to function in a high stress environment in order to meet deadlines.
5. Ability to take initiative; willingness to take on responsibilities and challenges; exercise independent judgment and discretion.

4. **POSITION SCOPE** Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis. *(For AP or Civil Service custom classes ONLY)*

4.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, (e.g. fiscal officer, delegated fiscal officer, makes recommendations, etc.)

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4.2. Other scope measurements pertinent to this position, (e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.)

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5. **QUALIFICATIONS** Minimum education and work experience (including years) to qualify for position. *(For AP or Civil Service custom classes ONLY.)*

1. Bachelor's degree in business administration, accounting, finance, economics or a field related to the position.
2. One year of work experience in financial grants management, accounts payable, accounts receivable, or related field.
3. Additional knowledge, education, training and/or sponsored project experience in the area of specialization inherent to the position may be required.

Preferred Qualifications: Research administration experience; Demonstrable background of responsibility for fiscal and regulatory compliance; Proficiency with Microsoft Office Suite (Access, Word, Excel) and enterprise financial systems

6. **OTHER** Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations **required by the job**; or anything else which may be significant to the function of this position.

7. **ORGANIZATIONAL STRUCTURE** Please attach a current departmental organizational chart.