



Southeastern Universities Research Association Position Description

POSITION TITLE (NUMBER): Accounting & Grants Administrator (701)

REPORTS TO: Director of Sponsored Programs

POSITION SUMMARY:

The Accounting & Grants Administrator is responsible for providing administrative and clerical support to the finance and sponsored programs divisions, under the direction of the Director of Sponsored Programs. Support activities include, but are not limited to, maintaining filing systems, drafting legal documents, and maintaining databases. The Accounting & Grants Administrator supports the Controller, the Senior Accountant and the Director of Sponsored Programs to ensure timeliness and complete delivery of administrative and clerical support functions in support of SURA's financial management and sponsored research activities.

MAJOR RESPONSIBILITIES:

Grants and Contract Administration

- Maintain SURA central grant, consultant, and procurement files and related databases.
- Draft out proposal budgets using Excel template.
- Draft out legal agreements using SURA templates.
- Draft out grant financial reports.
- Process invoices from SURA subawardees.
- Log in and distribute for approval p-card transaction logs and purchase request, purchase reimbursement, and travel reimbursement request forms.
- Assist with yearly preparation of indirect cost rate proposal.
- Conduct yearly A-133 certification mailing to subawardees.

Accounting Department Support

- Assist with administrative tasks including data entry and file maintenance.
- Assist in the maintenance of compliance tracking records regarding health and retirement payroll deductions and retirement contribution limits.
- Assist with maintaining manual and electronic databases used in connection with vendor, customer and procurement records.
- Assist in annual budget preparation process and subsequent actual to budget variance related data gathering and analysis.
- Assist with general data gathering, analysis and worksheet preparation for annual audits and tax filings.

Program Administration

- Assist in collecting and assembling basic research information from various sources including web-site searches.
- Provide support to meet SURA's programmatic needs on an as-needed basis.

EDUCATION AND EXPERIENCE:

Undergraduate degree in relevant professional field, or the equivalent combination of undergraduate course work and specialized training and experience.

- At least five years of relevant work experience in financial and grants management
- General knowledge of federal grants
- Intermediate knowledge of financial systems
- Familiarity with financial software
- Knowledge of office practices, procedures and equipment



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- Ability to organize work and complete tasks within assigned time frames
- Detail oriented; high degree of accuracy in all aspects of work
- Demonstrated ability to learn new software applications
- Ability to multi-task
- Ability to work independently as necessary to achieve high performance in position
- Proficient in Microsoft Office, particularly Word, Excel, Access and Outlook
- Strong oral and written communication skills
- Strong analytical skills

**Applicants may send a cover letter and resume to Janette Stout,
Director of Administration & Human Resource Services @ jstout@sura.org.**