

Post-Award Specialist for the NSF-funded Rising Voices, Changing Coasts Hub (CoPe)

Haskell Foundation

Haskell Indian Nations University, Lawrence, KS

The Haskell Foundation is a 501(c) (3) non-profit organization serving Haskell Indian Nations University. The Foundation is seeking a post-awards grants management specialist (PA Specialist) to assist in the administration of a NSF-funded Large-Scale Hub: **The Rising Voices, Changing Coasts: National Indigenous and Earth Sciences Convergence Hub** at Haskell Indian Nations University in Lawrence, KS. This position will play a vital role helping ensure the success of the first research hub of this kind: a convergence science hub focusing on Indigenous Knowledges and Western earth science knowledge.

The Hub is a large 20 million dollar/5 yr. project. The post-awards specialist we seek to hire will be familiar with NSF post-award compliance, reporting, and financial (budgeting) systems.

Consistent with Haskell's policy the Haskell Foundation has a requirement for COVID-19 vaccinations and full completion thereof by or upon start date. Information regarding this requirement, and exemptions can be found at:

https://www.haskell.edu/wp-content/uploads/2021/08/Binder1.covid_.website.8.18.2021.pdf

The Haskell Foundation seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty, and partnering organizations of diverse backgrounds.

Research Services Principal Professional:

PA Specialist is responsible for exercising discretion, analytical skill, personal accountability, and responsibility in a wide range of areas related to NSF post award record keeping, reporting, and compliance issues. Work is performed at an advanced or expert level.

The major function of the position is to provide comprehensive administrative and financial management of this CoPe Hub award to Principal Investigators and designees within Haskell University. It will include fiscal, contractual, and operational responsibilities for the efficient operation of the grant management process. The position will also be responsible for working closely with the Foundation Director and admin. staff, Haskell administration, especially the Haskell Sponsored Programs office, faculty, and staff and all subawardees, contractors, and consultants.

This position will be responsible for managing, developing, implementing and oversight of all Post-Award functions for this CoPe Hub award. The position will include fiscal management of the grant and contracts for specific sections and/or Principal Investigators.

Supervision Received

The position works under the general direction of Haskell Foundation Director and Principal Investigator. This position reports directly to the Foundation executive director and shares information and works closely with the director of the Haskell office of sponsored programs.

Supervision Exercised

None

Examples of Work Performed:

- **Notification of Award**
 - Review notice of grant award with Principal Investigator to make note of any special restrictions
 - Work with Principal Investigator to re-budget if sponsor notice of award is less than initially requested
 - Confirm budget information is set up according to approved sponsor budget
 - Review F&A rate and application of costs to total budget as per sponsor's instructions
 - Work with Foundation Director & Principal Investigator(s) to issue work orders as required by project.
- **Subcontract Administration**
 - Establish subcontracts as per notice of grant awards with participating institutions
 - Facilitate the submission and payment of invoices in a timely manner
 - Work directly with subcontractor, Principal Investigator and Post-Award Office to resolve any outstanding issues
 - Notify Principal Investigator(s) of any contractual issues and/or potential problems
- **Payroll and Funding Distribution**
 - Work with Principal Investigator proactively to establish correct funding and effort of personnel for each sponsored project
 - Review funding distribution monthly to ensure there are no gaps in funding, while minimizing the need for retro payroll expense transfers (PET's)
 - Make all necessary funding changes each month per payroll deadlines
 - Prepare retroactive payroll expense transfers as per institutional policy and Principal Investigator direction
 - Assist with any necessary corrections required for ePER's (effort reporting certifications)
- **General Post-Award Management**
 - Effectively managing research portfolio with all financial tasks to include budgeting, forecasting, account reconciliation and profit and loss reporting
 - Document and maintain complete and accurate supporting information for all financial transactions

- Establish an annual calendar and time-line for reporting requirements
- Work with the Office of Grants and Contracts regarding late payments and/or late invoicing
- Prepare and reconcile Federal Financial Reports and Final Expenditure Reports before submission to the Office of Grants and Contracts for submission to sponsor
- Contact sponsors regarding re-budgeting requests, carry-forward requests, etc.
- Manage 30, 60, 90-day report to ensure all outstanding items are addressed prior to budget/project end date
- Reporting
 - Meet with section Principal Investigators on a monthly basis
 - Prepare projection reports, inclusive of a review of revenue, expenditures, available balances, and encumbrances
 - Prepare and submit journal entries
 - Develop reconciliation process and communicate to Principal Investigators
 - Assist Principal Investigators on problems as they occur and document trends
- Closeout
 - Reconcile direct and indirect expenses for projects to ensure all appropriate expenses have been posted to project speed type before close out process
 - Review and reconcile all invoices have been billed and payments have been received
 - Ensure all subcontract invoices have been received and paid, if applicable
- Other
 - Work with Kindred Accounting Firm to present quarterly reports to the Haskell Sponsored Programs Office, PI, and Co-Is providing an overview of budget and cash balances for all active and inactive grants/contracts with outstanding issues needing resolution, as well as all proposals submitted over the last twelve months with updated status
 - Update annual section review information for the prior fiscal year research grant/contract activity, providing an overview of total dollars by sponsor type in expenditures
 - Assist with the annual FTE setting process/CARE model by providing additional data on research funding for faculty that also have clinical commitments
 - Prepare ad hoc reports as needed

- Other duties and tasks as assigned

This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on business need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

Qualifications

Minimum Qualifications:

- Bachelor's degree with an emphasis in Accounting, Finance or Business-related major
 - *Substitution:* A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis but not for the years of specific work experience.
- 2 or more years of experience in preparing detailed budgets, expense reports and financial projections
- 1-2 years' experience in preparing contracts, subcontracts, project agreements, and/or memorandums of understanding
- Experience using integrated accounting, purchasing and payroll systems

Required: Applicants must meet minimum qualifications at the time of hire.

Conditions of Employment:

- Must be willing and able to successfully pass a BIE national criminal and sex-offender background check

PLEASE NOTE: Candidates will be responsible for travel expenses related to the interview process and any relocation expenses, if applicable.

Preferred Qualifications:

- Three (3) or more years of advanced or expert level experience with Post-Award grants and contracts management
- Experience in interpreting and applying policies from multiple levels of authority (federal, state, and institutional) and serving as a resource for others
- Experience in leading meetings, presenting financial reports and/or making presentations to management
- Experience working in an academic environment or medical center
- Experience working with PeopleSoft (HCM/Finance)
- Experience using spreadsheets (Excel), email (Outlook) and calendar software

- Knowledge of NSF compliance, reporting, and financial accounting requirements and systems

Competencies (Knowledge, Skills, Abilities):

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with a diverse community and employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Time management, independent thought, problem solving, and attention to detail, are essential.
- Demonstrated ability to self-manage priorities and be proactive in resolving issues.
- Demonstrated ability to maintain confidentiality.
- Strong interpersonal and customer service skills and a high level of tact and diplomacy.

Salary and Benefits:

The starting salary for this position has been established at \$91,000 annually with benefits.

The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.

The above salary range (*or hiring range*) represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

This position is not eligible for overtime compensation.

SEND RESUME WITH REFERENCES TO: ahove@haskellfoundation.org

Diversity and Equity:

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act. The Haskell Foundation is committed to recruiting and supporting a diverse administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. Haskell Indian Nations University and Haskell Foundation are committed to diversity and equality in education and employment.

Haskell Indian Nations University is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.