

### **COPH Post-Award Grants Administrator (65% of job duties)**

- Collaborates with COPH funded PIs in managing budgets and accounts post-award.
- Reviews and approves grant budget revisions.
- Coordinates transfer of funds between accounts. Initiates, prepares and processes IDT's.
- Follows up on revenues and expenditures into/out of accounts to ensure proper allocation. Reviews, analyzes and reconciles ledgers for accounts.
- Administers large, complex center grants with multiple cores.
- Maintains grant awards and financial records.
- Coordinates with UAMS Grants Accounting to ensure orderly and accurate execution of financial transactions with the funding sources.
- Provides consultation to PI's on financial report interpretation and other aspects of financial management of grants.
- Monitors effort reporting to ensure proper assignment of personnel costs to grants and updates PI's on personnel charged to specific grant accounts.
- Monitors revenue held internally for PI's and provides them with accounting reports.
- Assists in all aspects of assuring the timely submission of documents to maintain extramural funding.
- Processes grant closeouts.
- Collaborates with the Pre-Award Grants Administrator, the PI's and the Assistant Dean for Finance and Administration to develop and maintain grant budgets, including assurance that all fiscal guidelines to funding mechanisms are followed appropriately and required documentation is completed.
- Provides direction to faculty and staff regarding policies and procedures related to grant management.

### **Other Duties at COPH (35% of job duties)**

Serves as initial reviewer and primary approver of all purchasing requests and travel requests (as COPH Travel Administrator) for all departments within COPH to ensure policies and procedures are followed and funds are available in the accounts.

Provides general guidance, direction, and leadership to the full group of departmental administrative assistants in the college regarding processing of business transactions, including purchasing and travel.

Prepares and processes all personnel funding changes in SAP and the HR Actions System.

Assists the Assistant Dean for Finance and Administration with all aspects of financial management and other administrative and operational issues. Serves as primary back-up for the Assistant Dean in his/her absence. Serves as delegated approver for grant submissions in TRACKS, HR actions, Contracts actions and similar administrative processes required by UAMS.

Works with faculty and administrative staff to develop and monitor budgets for revenue contracts; provides assistance in monitoring invoicing and accounts payable on contracts, and processes contract close outs.

Participates in the development of funding strategies and financial policies for the college. Generates routine and special reports used for planning and tracking of budgets, expenditures, staff benefits changes, and other actions with financial impact to the college. Works with the Department Chairs to clarify budget management questions.