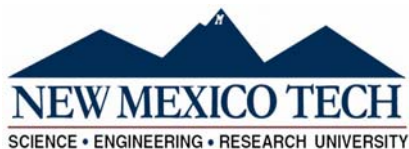


Posted: June 7, 2019



REVISED 6/7/19
POSITION ANNOUNCEMENT

TITLE: RESEARCH ADMINISTRATOR

DEPT: SPONSORED PROJECTS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$39,000- \$48,672

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Assists in preparation of cost proposals and completion of representations and certifications. Learns to analyze and evaluate contract and grant budgets for correct calculation of expenditure categories such as salaries, fringe benefits, indirect costs. Learns to interpret Tech policies such as cost share and sub-recipient policy. Assists in negotiations between NMIMT and funding agency, learning to interpret and utilize regulations and policies in negotiation. Learns to analyze and evaluate awarded contracts and subcontracts for compliance with agency and NMIMT policies and practices, prepares required acceptance documentation, and obtains official NMIMT signatures. Coordinates receipt of awards and contracts with principal investigators. Learns to advise and liaise with administrators and/or faculty requiring assistance with awards. May learn to prepare sub-award documentation, obtains official signatures, and issues awards to sub-recipients. Monitors and/or initiates any amendments to original sub-award instrument. Prepares and/or assists Principal Investigators in placing proper written requests for contract deviations. Learns to review grant/contract after the award to identify financial and invoicing requirements. Learns to establish new accounts showing understanding of terms and conditions. Assist Principal Investigators in obtaining extensions, contract modifications. Prepares budget revisions and tracks contract modification and amendments. Prepares journal entries, invoices and budget revisions. Learns to prepare close-out documentation and closes out contracts. Assists in maintenance of sponsored research attribute database. Assists in maintenance of invoice tracking system and accounts receivable. May develop or assist in development of accounting applications in order to satisfy contractual requirements. May prepare or coordinate the preparation of regularly scheduled reports required by funding agency to satisfy contractual requirements. Reviews requests to expend funds in order to ensure compliance with agency terms and conditions. May involve coordination of effort with Property and Purchasing offices. Monitors compliance with established internal control system. Assists and advises PIs in administrative and financial matters. Learns to explain billings and reports and resolves related problems. Monitors billing on active accounts. Follows reasonable procedures to ensure timely collection of invoiced amounts. Transfers terminated accounts to accounts receivable and monitors collections. Informs decision makers of accounts at risk.

REQUIRED QUALIFICATIONS:

Bachelor's degree required; advanced degree preferred, in accounting, business administration, management, or liberal arts including humanities, psychology, social sciences, law or related field. Requires zero to three (0-3) years of experience as a Research Accountant working in both pre-award and post-award or equivalent. Demonstrated ability in accounting and bookkeeping and knowledge of business/contract law. 15 hours of accounting (intro to Financial Accounting plus 12 additional hours in accounting) plus one or more courses in business contract law or equivalent experience required. Working knowledge of MS Excel and Word required. Knowledge of Federal Acquisition Regulations (FAR), 2 CFR 200 required. Strong oral and written communication skills required. Ability to use professional judgment and discretion in dealing with outside auditors and external agencies required. Ability to participate in work assignments under the supervision of high level employee required. Ability to work independently on assignment of standard difficulty required. Ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems required. Knowledge of contract management, grants administration and/or audit of sponsored programs required. Ability to work and adapt under a highly regulated constantly changing environment required. Strong organizational skills and ability to work with minimal supervision required. Ability to work with departments outside of the Business Office required. Focus on detail and willingness to research facts and overcome errors required. Ability to schedule own workload and meet deadlines required. Tact, perseverance and independent judgement required. Knowledge of State of NM Procurement regulations and federal travel regulations desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 086, Socorro, NM 87801-4796