



**DATE ISSUED:** 08/06  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Senior Grants Analyst

### **JOB SUMMARY**

The Senior Grants Analyst is responsible for the post-award grant management of grants and other sponsored programs. The efforts of this individual include assisting investigators with the expenditures of their grant accounts, monitoring grant accounts, reporting on grant funds and a variety of budget related compliance issues. This individual coordinates the efforts of various individuals and departments across campus involved in managing grant accounts such as grant personnel, faculty, grant accounting, and payroll. In addition, communication with funding agencies is often required. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Director, Office of Research and Sponsored Programs

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES - May include, but not limited to the following:**

Initiates setup of project funds by reviewing terms and conditions of grant guidelines for expenditures. Ensure smooth transition during modifications and follow-on to contracts.

Develops, monitors, and reviews complex financial calculations and reports.

Identifies potential overdraft situations and devise expenditure plans to avert cost overruns and disallowances.

Performs full and complete financial and personnel audits of all sponsored project accounts. Examines postings in ledgers and journals for accuracy and maintenance of adequate balances. Provides projections of project expenses to determine need for additional funds, potential overruns, and requests to sponsors. Make recommendations for corrections or budget transfers when needed.

Reviews payroll issues each pay period to identify costing issues or potential overcharges.

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Works with Grant Accounting to resolve complex accounting issues.  
Completes paperwork required for personnel transactions.  
Establishes financial controls and systems for new grants/programs.  
Provides timely closeout of all expired projects through the coordination of fiscal and administrative resources.  
Assists training of departmental administrative personnel and/or Principal Investigators on all campuses.  
Provides recommendations to promote financial and grant compliance.  
Provides post-award orientations/training to project directors and key administrators regarding grants management of externally funded programs.

### ***ADDITIONAL DUTIES***

Provides assistance in analyzing and developing improved policies, plans, methods, procedures, and systems of post-award grant administration.  
Orders equipment and supplies from various companies and follow up on orders.  
Designs forms for budget management.  
Prepares reports such as monthly, annual and special reports as requested.  
Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree with some business or legal course work and/or accounting experience would be required.

### ***EXPERIENCE***

A high level of expertise in Microsoft Excel and Microsoft Access is vital. Excellent communication skills are essential. Ability to analyze and interpret financial balance sheets is required. One year of grant experience and four years of university experience is strongly preferred.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to rapidly assimilate and retain University fiscal and academic policies, procedures, and practices.  
Thorough knowledge of sound business management principles, policies, and techniques.  
Ability to work under occasional pressure.  
Ability to adjust to constant changes and handle multiple tasks.  
Ability to use judgment, tact, and resourcefulness to establish and maintain professional and effective working relationships.  
Excellent written and oral communication skills.  
Advanced computer applications skills.

Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***