

TEXAS LUTHERAN UNIVERSITY

POSITION DESCRIPTION

Position Title: Grant Analyst

Department: Finance
Supervisor: VP Finance

Position Summary: The Grant Analyst serves to provide oversight and facilitate post award administration and compliance over the life cycle of external grants and contracts. The position provides support to researchers, administrators, development and business office functions regarding allowability, allocability, and transactional processing on sponsored programs-related programmatic needs. The Grant Analyst may perform a range of other duties within the university, as needed, but are distinguished by their expertise in compliance and grants administration.

Essential Functions:

- Assists with the university's relationships with external sponsors.
- Assists with answering inquiries from the campus community to address business, operational, accounting, and reporting needs.
- Assists with implementing changes in accounting, regulatory, and compliance requirements impacting higher education.
- Reviews and approves expenditures to ensure appropriate spending on grants.
- Submits reimbursement billings to appropriate contacts at each granting agency and maintains correspondence to ensure timely receipt of reimbursements.
- Monitors sponsored project activity including cost overruns, cost sharing, and unallowable/administrative expenses throughout project lifecycle to ensure compliance. Works collaboratively with department administrators to review costs for allowability, allocability, and reasonableness; ensures compliance with sponsor's requirements and university's policies. Works with departments and process partners to resolve issues.
- Performs reconciliation and overall analysis of expenditures and final award closeouts and ensures final reports and invoices are submitted timely to meet sponsor's requirements.
- Provides technical expertise and expert knowledge of grant and accounting procedures, university policies, and sponsor regulations. Engages in analysis of existing systems and makes recommendations for improvement, lead testing, and enhancements. Assists with report specifications and testing of reports; ensures reports function efficiently and securely.
- Solves problems associated with accuracy of financial information and grant related matters.
- Prepares journal entries, as needed. Supports the annual financial audit process and preparation of grant data files for auditors.
- Provides guidance on policies and completing appropriate documents, initiating transactions, and shepherding operational needs through administrative processes.
- Provides assistance to researchers in coordinating activities; works cooperatively and collaboratively with other units in the university to provide seamless support to researchers including budgeting of sponsored awards and communication of all grant terms and conditions.

Required Education, Knowledge, Skills, Abilities:

- Bachelor's degree with three to six years of related experience, or an equivalent combination of education and experience.
- Ability to access and present information to university senior leaders, faculty, and staff.
- Knowledge and understanding of applicable federal regulations, grants management, Uniform Guidance (2 CFR 200), FASB, pertinent regulatory standards, sponsor requirements, and university policies such as OMB A-21, OMB A-110, and Cost Accounting Standards.
- Understands the role of research/external funding in supporting the university's educational mission and strategic goals.
- Proficient in the use of Microsoft Office (Word, Excel, and Access), Adobe Acrobat Pro
- Ability to interpret and analyze financial data/issues and propose viable solutions.
- Strong organizational and problem-solving skills.
- Ability to work independently and to prioritize workload; ability to manage multiple tasks under pressure and have excellent time management skills.
- Excellent interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Comfortable with new technologies and proven ability to acquire knowledge of new systems in a short period of time. Ability to understand system design and flows.

Preferred Education, Knowledge, Skills, Abilities:

Prior experience in sponsored programs and contracts administration.
CRA, CFRA certifications

Note: This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

To help provide a safe learning and living community, Texas Lutheran University conducts background investigations and drug screens for all final candidates being considered for employment.

Texas Lutheran University seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

Physical Demands:

Work is primarily sedentary.

Working Conditions:

Work is performed indoors in a typical office setting.

Organizational Data:

This is an exempt position, which supervises other staff.

Professional Affiliations:

None required.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so

classified.

Employee Signature

Date

Supervisor Signature

Date

Effective: February 1, 2021