JOB PROSPECTUS FOR

Associate Director, Post Award
Office of Contracts and Grants
About the Opportunity

Position of Associate Director, Post Award

NC State University’s Office of Contracts and Grants is accepting applications and nominations for the position of **Associate Director, Post Award**. Reporting to the Director of Contracts and Grants, the Associate Director will serve in an administrative capacity by directing the Office of Contracts and Grants in partnership with the Director and an additional Associate Director. The Associate Director of Post Award will directly oversee the specialized financial activities of the Senior Fiscal Managers (4), The Strategic Partner Accountants (2), and the Fiscal Managers (11). The Associate Director will work with Contract and Grants leadership in the development of reports for the UNC General Administration and NC State’s Senior Managers. He or she will effectively manage resources and coordinate with training managers for the development of the staff’s personnel skills and the professional growth necessary to achieve operational goals and objectives.

The Associate Director may be called upon to provide oversight of office operations in the Director’s absence and will serve as back up for the Director on University boards and committees including the Research Operations Council, University Research Committee, and Research Support Council. In addition, the Associate Director will direct the Contracts and Grants post award requirements of new award review, invoicing and letter of credit draws, financial reporting and prior approval requests review.

Due to the additional responsibilities of addressing Research Administration compliance, the Associate Director of Post Award assists the Director with formulating policies and recommending policy revisions when University, State and Federal policies evolve or as events dictate. The Associate Director will provide guidance to Contracts and Grants personnel, principal investigators, and other campus representatives requiring guidance with interpreting agreement specific terms or issues relating to University, State, and Federal sponsored projects’ expenses to ensure compliance with established standards. The Associate Director also directs the development and implementation of strategic training initiatives as they relate to the financial management requirements of NC State University Research Administration.

The Associate Director supervises and provides daily oversight, training, and guidance to ensure the overall budgetary control and post award compliance with all federal, state, sponsor, and University regulations. These can include periodic review, analysis, and follow-up of sponsored award activities, budget analysis, cash management and accounts receivable follow-up, invoicing, financial reporting, and project close-out. Management of these functions requires thorough understanding of the administrative and financial systems that capture and track award information from receipt to closeout. The Associate Director will also be responsible for interviewing and hiring new accountant positions, known as Fiscal Managers. Additional understanding of the completeness and accuracy of award attributes are critical to timely reporting, proper management by the Fiscal Managers, and generation of internal/external reports upon which decisions are made and management relies upon.
Requirements and Preferences

The Office of Contracts and Grants is seeking an outstanding individual who will be expected to have a strong work ethic and an excellent professional record commensurate with the expectations of a major research university. Candidates shall possess post-baccalaureate credentials or a Bachelor’s Degree in Accounting, Business, Finance or other related disciplines with 12 credit hours of accounting coursework. Candidates need to have 10 years of professional accounting experience with at least one year in a supervisory role. Candidates with equivalent combination of education and experience will also be considered.

Candidates should have experience and demonstrable skills in leading and managing programs, people, and positive change in environments similar to those found within research extensive universities. The Office requires candidate also have advanced working knowledge of OMB Circulars A-21, A-110, A-133 and the Uniform Guidance; the ability to identify, interpret and implement effective operating procedures to ensure compliance goals are met; strong technical skills with the ability to analyze, troubleshoot, resolve, and provide guidance on issues with ERP system(s); demonstrated ability to develop and maintain professional working relationships in complex and/or difficult situations in order to achieve organizational goals; and excellent analytical and verbal/written communication skills, attention-to-detail, and ability to mitigate/resolve complex, technical situations.

Preference will be given to candidates with Post Award Research Administration experience at a major research university and CRA/CPA credentials; knowledge of the University and State financial processes; PeopleSoft financial experience; strong computer skills including Word, Access, Excel and the Windows environment. Experience/knowledge of Governmental Accounting Standard Board and Cost Accounting Standards.

How to Apply

The Nominating Committee invites applications to be submitted online at https://jobs.ncsu.edu (position #00102663). Applications should include a cover letter, resume, and contact information for three professional references. Confidential review of materials will begin in October 2017, and will continue until the appointment is made. For additional information please visit: go.ncsu.edu/adpostaward_search. Any inquiries or nominations can be provided to:

Frank Barragan, Executive Recruiter
NC State University
919-515-4365 • fbbarrag@ncsu.edu

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About the Office of Contracts and Grants

The Office of Contracts and Grants is one of six units with the Finance Division at NC State University. The Office is responsible for post-award administration of contracts and grants awarded to NC State University, including all financial reporting, financial administration, effort reporting & financial regulation compliance. The Office’s staff supports department and college Research Administrators, faculty, and staff by managing the cornerstones of Post Award Administration including: project ID setup, deposits, invoicing, letter of credit draws, accounts receivable, financial reports to sponsors, new award/attribute review, audit coordination, project modification request approvals, regulatory checklists, effort reporting and general compliance oversight.

About the Finance Division

The mission of the Finance Division is to provide prudent, but customer–friendly financial leadership to the University’s many colleges and departments. The Division is a unit of the Office of Finance and Administration and strives to protect and improve the University’s financial resources, while becoming more efficient in our own departments, improving business processes across campus, and providing a firm foundation for making more strategic financial decisions. The organizations within the Finance Division provide essential services that support the students, parents, faculty, staff, business affiliates, foundations and associated entities of NC State University.

About the Office of Finance and Administration

The Office of Finance and Administrations carries out many diverse functions every day to support NC State students, faculty, and staff – with an overarching commitment to outstanding customer service and accountability. The more than 1,800 talented and resourceful Finance and Administration employees work tirelessly to facilitate the advancement of NC State’s strategic goals by maximizing the use of resources and developing a culture of efficiency and effectiveness.

With protecting the academic mission in the forefront, the Office of Finance and Administration ensures excellent customer service and fiscal transparency while providing leadership in shared services implementation, streamlining administrative processes, and developing creative solutions to the University’s strategic and financial challenges. Guided by the core values of integrity, excellence, and respect, the Office remains good stewards of the University’s resources while doing everything in its power to ensure that NC State remains a world-class institution.
About NC State

NC State was founded with a purpose: to create economic, societal, and intellectual prosperity for the people of North Carolina and the country. We began as a land-grant institution teaching the agricultural and mechanical arts. Today NC State is a pre- eminent research enterprise that excels in agriculture, science, technology, engineering, math, design, humanities and social sciences, textiles and veterinary medicine.

NC State students, faculty, and staff take problems in hand and work with industry, government, and nonprofit partners to solve them. Our 34,000-plus students apply what they learn in the real world by conducting research, working in internships and co-ops, and performing acts of world-changing service. That experiential education ensures they leave here ready to lead the workforce, confident in the knowledge that NC State consistently rates as one of the best values in higher education.

Each year, NC State adds $6.5 billion to the statewide economy, equivalent to creating more than 90,000 new jobs. That represents significant return on investment for the citizens of North Carolina in the form of research advances, innovative technologies, successful companies, skilled graduates and new jobs waiting for them.

Our 9,000 faculty and staff are world leaders in their fields, bridging the divides between academic disciplines and training high-caliber students to meet tomorrow’s challenges. Together, they forge powerful partnerships with government, industry, nonprofits and academia to remake our world for the better.

About Raleigh and North Carolina

North Carolina is one of the fastest-growing states in America. Agriculture is the top industry in the state, producing $84 billion in revenue each year. A leading state in diversity and a top spot for young professionals and families, Raleigh is nationally recognized as a city on the rise:

No. 1 among the top 10 best cities for jobs (CNN Money, 2015)
No. 3 among the best places for business and careers (Forbes, 2016)
No. 5 among the best midsize U.S. metro areas for college students (American Institute for Economic Research, 2017)
No. 5 among best U.S. cities for raising a family (Forbes, 2017)
No. 6 among America’s best cities for young professionals (Forbes, 2017)

With Durham and Chapel Hill, Raleigh anchors the Research Triangle, a national hotspot for high-tech enterprise. The top companies in the region — including IBM, Cisco Systems, SAS Institute, Biogen Idec and GlaxoSmithKline — are among the country’s best employers. NC State also has strong agricultural partnerships with Bayer, BASF, and Syngenta. They also lead the way in hiring new NC State graduates.

Celebrating its 130th year in 2017, NC State continues to make its founding purpose a reality. Every day our career-ready graduates and world-leading faculty make the fruits of learning and discovery available to people across the state, throughout the nation, and around the world.
NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, age, veteran status, or disability. In addition, NC State University welcomes all persons without regard to sexual orientation. The University welcomes the opportunity to work with candidates to identify suitable employment opportunities for spouses or partners.