Position Summary: To collaborate with the School of Nursing (SON) Dean and the Assistant to the Dean in the analyses and monitoring of the budget activity for the SON, assist with development and revisions of the budget, provide direction regarding budgeting responsibilities, and serve as a grant liaison for all intra-and extramural grant submissions, funded projects, and post-award activities.

Essential Responsibilities Include: In collaboration with the SON Dean and the Assistant to the Dean, analyze and manage school budget activity assisting with development of budgets and monitoring of budgetary actions and accounts. In collaboration with the SON Dean and the Assistant to the Dean, maintain accurate and complete budgets for personnel and all school operation. Ensure budgets are in compliance with regulations. Reconcile budget details and resource allocation requests. Review and reconcile budget requests against targets and funding totals. Routinely analyze budgets for variances and collaborate with the Dean for remediation of negative variances. Assist Dean with preparation of annual operating and capital plan for review by the Provost. Assist Dean, Assistant to the Dean, and Assistant Deans with the execution and distribution of program budgets. Propose solutions to budgetary issues. Serves as liaison among university administrative units, Assistant Deans and the Dean of the School of Nursing. Drafts memos/documents/reports with financial implications. Other budget and financial analyses responsibilities as assigned by the SON Dean. Analyze and manage grant budget activity. Creates new accounts for funded projects, in collaboration with the Office of Sponsored Programs and Sponsored Accounting. Develops financial accounting systems for recording and tracking all fiscal activities for all programs. Monitors all income, expenditures, and financial transactions. Analyzes and evaluates contract and grant/project budgets for correct calculation of expenditure categories such as salaries, percent of effort, salary adjustment increases, fringe benefits, indirect cost, materials, and equipment. Monitors deposit of funding into appropriate accounts. Implements and monitors systems of checks and balances consistent with standard accounting practices. In collaboration with principal investigators and project directors, drafts subcontracts, and negotiates and administers subcontracts. Manages subaward invoices and payments. Maintains project fiscal records (to include funding agency requirements and forms) and develops and prepares financial reports, analyses, invoices, and other reports, as required, for funding and regulatory agencies, program and contract agencies, university departments, and others, as needed. Reviews and submit budget amendment requests for compliance with award terms and sponsor wishes. Analyze and prepare budget projections identifying variances and providing assistance in preparation of Cost Transfers, appointment forms, etc. to remediate negative variances. Analyze anticipated fringe expense to avoid overdrafts. Analyzes and evaluates funded projects, contracts, and subcontracts for compliance with funding agency, federal, state, and university requirements (including management of PCARD transactions); in collaboration with the Office of Sponsored Program, prepares required documentation for acceptance, obtains official university signatures, and recommends approval or rejection of deviations from contract specifications. For any changes in regulations, analyzes the effect on cost reimbursements and financial operations. Serves as liaison among principal investigators, project directors, university administrative units, sponsors, healthcare agencies, federal agencies, contract entities, and Assistant Deans and the Dean of the School of Nursing. Drafts formal responses to requests with financial implications.

Minimum Qualifications: A Bachelor’s degree with a minimum of four (4) years of budgetary/professional experience in an office setting, with two of them being grants focused. Basic knowledge of budgeting and fiscal management principles and procedures. Knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations. Knowledge of database management skills and negotiation and arbitrations skills. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101949 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of The Catholic University of America. Applications close on 9/29/17.