The Vitreous State Laboratory (VSL) is an interdisciplinary research and technology development center organized to facilitate studies on material properties. The VSL staff bring a wide range of expertise and experience in science and engineering to bear on the numerous research efforts undertaken by the laboratory. The entire budget of the laboratory is derived from private and governmental sources through sponsored research grants and contracts.

**Position Summary:** Under the direction of the VSL Director, the VSL Controller is responsible for managing and coordinating all functions of the laboratory that do not directly involve scientific or engineering decision-making. They will direct the budgeting process, project accounting and project administration of VSL areas of payroll, proposals, contracts and grants, procurement, human resources, and administrative support.

**Essential Responsibilities Include:** Manage all business and administrative operations within the Vitreous State Laboratory and support services for laboratories and melter operations. Direct projects accounting administration activities in the areas of budget, payroll, contracts, and grants. Prepare all required reports to sponsors typically on a bi-monthly and monthly basis. Direct laboratory accounting functions and systems. Prepare monthly labor distribution for adjustments to the VSL payroll account. Review weekly task level timesheets, purchase requisitions, and travel authorizations for compliance with Government Contracting Principles. Responsible for reconciliation on a monthly basis of all contract charges to proper accounts with the University system. Direct budget planning and control with the laboratory. Prepare and revise budgets for proposal submission to VSL sponsors. Develop forecasts of direct labor needs for evaluation of staffing requirements.

Supervise staff which presently includes three direct reports. Responsible for implementing all hiring/dismissal decisions, performance appraisals, employee training and development, record-keeping and addressing disciplinary issues. Responsible for orientation of foreign students and scholars as well as new VSL staff. Responsible for all student appointments and all associated contracts and scholarship awards.

Develop and maintain key contacts within the University Office of Sponsored Programs and the Controller’s Office, University departments, outside vendors, scientific organizations, and patent law firms and at sponsor management levels to resolve issues as they arise. Ensure adherence to Quality Assurance Plan. Responsible for quality assurance within the VSL business office and administrative staff and assist the laboratory’s overall compliance process. Direct all activities in the absence of the VSL Director.

**Minimum Qualifications:** Bachelor’s Degree in Business or Accounting is required. Master’s Degree in Human Resource Management or Information Systems Management preferred. At least five (5) years of accounting experience with two (2) years of government contracts or fund accounting experience. One (1) year of supervisory experience. Specific work experience in middle and/or upper management having 30 plus professional employees. A minimum of five (5) years of experience in a similar management structure. Specific knowledge required in human resources, data information systems and accounting within a university and research & development environment. At least five (5) years of management or professional experience. Demonstrated experience in business planning, project management, information systems and finance. Experience with higher education, research & development, commercial, or government contracting environment. Computer programming experience required in Visual Dbase, R&R Works, MicroSoft Office, Report Writer (R&R); PeopleSoft Financial System. Good communication skills. Specific work experience in developing budgets and cost control practices using computerized databases and advance spreadsheet skills (Access). Proven ability to accept additional responsibilities. Ability to reliably efficiently implement proper accounting and financial reporting practices in order to ensure accurate and clear accounting. Working knowledge of Federal Acquisition Regulation (FAR).
How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101616 in subject line of email. Applications close on 4/29/16.

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