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**Position Number:** D93505  
**Job Title:** Assistant Director, Grants Financial Management  
**Department:** Research and Strategic Partnerships  
**FTE:** 1.0 benefits eligible  
**Job Type:** Administrative  
**Posted Date:** 7/18/11

**Position Summary:**

This position coordinates the financial administration of a diverse portfolio of private and public grants and contracts of varied complexity, ensuring that they are administered in a fiscally responsible manner, and comply with all applicable rules and regulations including those of sponsoring agencies, the State of Oregon, the Oregon University System (OUS) and Portland State University (PSU). The Assistant Director is responsible for directing, coordinating, and assisting with significant fiscal events and operations including month-end, quarterly, and year end closing of the books, internal and external audits, and financial analysis. In addition, the Assistant Director will have responsibilities for cash management, policy development, policy implementation and documentation. The position is in the office of Research and Strategic Partnerships (RSP) and leads a team responsible for billing reconciliation and financial reporting to sponsoring agencies; drawing from letter of credit lines and reconciling draws with expenditures; preparing cash reconciliation reports; monitoring accounts receivable; and managing collections activity.

**Responsibilities include:**

- Administering approved accounting practices, relating to sponsored project funds activity, including performing financial account reconciliations for sponsored award fund types and other reconciliations as required and research and resolve outstanding issues.
- Supervising activities of the Financial Research Administration staff including the authority for hiring, firing, discipline, and assigning work to employees
- Serving as primary RSP liaison with the Business Affairs Office staff on accounting matters related to sponsored awards to support and improve systems, streamline processes, implement internal controls, policies and procedures, and create efficiencies. Manages cash balances and other cash management duties including draw-downs and billings.
- Reviewing overall cash position of sponsored project fund types and regularly reports on status to Controller
- Coordinating the annual review of specialized service facility funds for compliance with OMB Circular A-21 and Cost Accounting Standards and assisting departments with development of specialized service facility rates using cost accounting data and Facilities and Administration (F&A) data.

**Qualifications:**

- Bachelor's degree in accounting, business, or related field; CPA or Master's degree in accounting, business, or related field preferred.
- Four or more years of progressively responsible experience in financial administration and/or higher education accounting preferably experience with sponsored projects.
- Minimum of three years supervisory experience.
- Thorough knowledge of generally accepted accounting principles (GAAP) and Generally Accepted Auditing Standards (GAAS);
- Knowledge of accounting processes, procedures and internal controls for a not-for-profit organization;
- Working knowledge of federal compliance standards associated with receipt of federal funds and OMB A-133; Working knowledge of cost accounting principles, and internal control principles
- Knowledge of financial analysis techniques;
- Knowledge and understanding of the expectations and requirements of external & internal auditing;

- Understanding of automated ledger systems including the interfaces between general ledger and subsidiary ledgers;
- Advanced skills in spreadsheets, databases and flexible report writing software; ability to manage & understand data.
- Experience interpreting and applying contract terms and conditions.
- Excellent verbal and written communication skills. Ability to communicate ideas, thoughts, and meaning to clearly articulate positions and communicate clearly and diplomatically with all levels of the University, sponsors and audit agencies.
- Ability to organize workload priorities, manage multiple projects simultaneously, be flexible in responding to stressful situations, cope with unexpected job demands, and deal with frequent interruptions.
- Demonstrated ability to work effectively with various levels of personnel in a large organization.
- Ability to exercise independent judgment and make sound decisions; Proven skill in problem solving and decision making; Demonstrated ability to anticipate consequences of decisions, proactively plan to resolve problems, and identify and implement viable solutions.

**Preferred Qualifications:**

- Experience with Banner Financial Information System
- Certified Research Administrator designation

**Compensation:** The annual salary range for this position is \$72,000-80,000 with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependent at any of the Oregon University System schools.

**Portland State University:** Portland State University is an urban University and Oregon's largest located in the heart of the city of Portland on the Willamette River with a rapidly growing sponsored research portfolio of approximately \$60 million in externally sponsored grant and contract expenditures per year. It educates over 28,000 students offering programs for the Bachelor's, Master's, and Doctorate degrees. The University has a rich diversity of cultures, language groups, and abilities represented in its student body and the surrounding community.

**To Apply:** Send letter of interest, current resume, and contact information for three professional references; **preferably by email** to wrigglek@pdx.edu, or by mail to: Dawn Boatman, Research and Strategic Partnerships, PO Box 751, Portland, OR 97207-0751

Correspondence will be conducted primarily by e-mail. Send e-mail address, or clearly indicate if you do not have e-mail.

Review of applications will begin immediately and will continue until finalists are identified.