The Nevada System of Higher Education invites applications for the position of Post Award Manager. The position is a full-time, non-tenured, administrative position and reports to the Director of the System Sponsored Program Office. The position will be located at NSHE System Sponsored Program/EPSCoR (SSPO/EPSCoR) Office in Las Vegas, Nevada. The NSHE is comprised of eight institutions: Two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada serves over 100,000 students statewide.

The mission of the NSHE SSPO/EPSCoR Office is to promote collaboration and multidisciplinary learning among NSHE institutions and to enable alignment of our efforts with the needs of the state to increase research competitiveness. Our goal is to create new opportunities in the State of Nevada for workforce development and promote the development of Science, Technology, Engineering and Mathematics (STEM) disciplines for the state.

The Experimental Program to Stimulate Competitive Research, (EPSCoR) was created to fund national areas that have historically received less financial support through research and development (R&D) funding. The goal of EPSCoR is to create strategic partnerships between federal and state agencies, higher education institutions and private industries to create long-term improvements in scientific research, infrastructures, R&D capacity and national competitiveness.

The Post Award Manager will provide financial support and leadership for the post award department. This position will work with the pre-award staff and oversee the post-award staff. This position is responsible for the financial and administrative integrity of approximately $20 million in grants and contracts per year. The post award manager ensures compliance with all relevant policies, procedures and regulations and continually evaluates existing systems/controls for improvement. The Post Award Manager’s responsibilities encompass a broad range of activities.

The Post Award Manager is primarily responsible for setting up awards in the Advantage financial system, billing and cash collection throughout the life of the project, coordinating the reporting process and preparing financial reports to the agency, primarily at the close out of the award. The manager will provide technical assistance and training on all aspects of post award management as applicable.

**MINIMUM STARTING SALARY:** $70,000

**APPROXIMATE STARTING DATE:** September 15, 2013
MINIMUM QUALIFICATIONS: A Bachelor’s degree with a major or minor in accounting or business and at least five years of experience in financially-oriented administrative positions. Qualifications must also include demonstrated administrative experience including the ability to coordinate, monitor and financially manage project activities; computer proficiency in spreadsheet, database, word-processing and internet applications; the ability to learn various policies and procedures and apply them using independent judgment; the ability to communicate verbally and in writing in a clear and organized manner; and the ability to contribute to group process and shared decision making. Experience with contract and grant financial management in a higher education system and/or university setting is preferred.

GENERAL REQUIREMENTS:

- Excellent analytical skills
- Interpersonal, organizational and communication skills
- Ability to work effectively in a collaborative environment
- Highly proficient in MS Office Word, Excel, and Access

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates must indicate level of experience and address each of the following in their letter of application when applying for this position.

- OMB Circular knowledge of A-21, A-110 and A-133
- Proficiency in developing and monitoring databases using Access or other database software
- Financial billing and drawdowns with sponsors
- Supervisory skills and ability to lead a team
- Strong organization and task management skills are required as this position requires record-keeping and tracking of departmental records
- Strong analytical and problem solving skills in order to quickly evaluate accuracy of reports and other documents

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within SSPO/EPSCoR:

- Setting up of all new sponsored research awards in Advantage financial system
- Assigning fund numbers for all new sponsored programs awards
- Billing all agencies in accordance with the award invoicing terms
- Responding to other NSHE campuses' invoices in a timely manner
- Preparing letter of credit drawdowns (cash reimbursable) throughout the life of the award
- Managing internal accounts receivable system to assure data integrity
- Applying check payments and wire transfer of funds accurately to outstanding accounts receivable
- Resolving unidentified payments from the sponsor in a timely manner
- Researching and resolving any credit balances in accounts receivable
- Providing monthly financials to the Director
- Providing monthly account status updates on reports to pre-award staff
- Calculating and posting all overhead charges to the awards
Managing the effort reporting process throughout the life of the award
Managing the cost share reporting throughout the life of the awards
Coordinating the financial close out of the award
Preparing final reports to the agency
Performing post audit reviews on award transactions
Preparing financial year-end closing entries and financial schedules reporting to external auditors
Managing the yearly A-133 audit process
Assisting with payroll distribution of program accounts
Collecting and managing a central library of all external audits of sub-awardees
Conducting training in post award management
Monitoring and coordinating the submission of project reports required by the terms of the award and the administrative closeout of the project when the award expires
Reviewing terms and conditions and other award documents to ensure that the scope of work and terms and conditions are acceptable
Processing, accepting and/or executing budget modifications to department accounts
Preparing the quarterly logs of state funds encumbered/expended
Assist the Director with financial reports and fiscal sponsored programs reports as needed

TO APPLY: The application process will be handled through the Consensus on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of three professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at http://system.nevada.edu/Careers/index.htm. For assistance with NSHE’s on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

Application Deadline: The position will remain open until filled; however, preference will be given to those who apply by August 18, 2013.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity or gender expression.