



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Post Awards Coordinator

The Post Awards Coordinator is responsible for assisting the Research Associate and the Office of Sponsored Programs and Research in carrying out the mission of the Office. He/She is responsible for developing and maintaining a positive work relationship with all faculty and staff. The Post Awards Coordinator ensures that all awarded grants are monitored and managed to ensure successful completion of projects. Job duties includes: Federal and Private grant management in conjunction with the Office of Finance; Provide, organize, and maintain custodial responsibility for grant files to ensure the integrity of grant records and the grant-tracking database including personnel time records; Prepare and maintain budget analysis and projections, modifications, and renewals ensuring grant/contract compliance and accuracy of expenditure transactions; Provide training and on-going capacity-building with Principal Investigators in all areas related to grant management including monthly budgets and expenditure reports on a scheduled basis; Reconcile various financial documents, investigate discrepancies, and initiate corrections and accounting entries in conjunction with the Finance office; Develop and maintain strong working relationships with Principal Investigators to ensure that contract deliverables deadlines are met and assist in a comprehensive timetable for grant programmatic reporting; Approve, recommend, and monitor funding, expenditure allowances and financial activities for restricted accounts and ensure expenses are allowable under Office of Management and Budget Circulars A-21 and A-110; Interface on an ongoing basis with grants accounting, payroll, and accounts payable personnel in the Office of Finance and Administration to ensure that timely purchase, billing, and payment of grant-related expenditures occurs; monitor active grants to ensure timely usage of restricted funds; Assist in improving processes in developing and maintaining comprehensive guidelines to improve procedures in place for administering grants; In conjunction with OSPR staff, assist with the submission of proposals to external funding sources to assist OSPR in reaching funding goals and/or increase indirect cost funds available to the college; Assist in the process of grant audits, providing a liaison point between the Office of Finance, auditors, Principal Investigators and prepare all necessary paperwork and reports prior to scheduled audits; Perform other duties as needed or assigned by the Research Associate in the Office of Sponsored Programs and Research.

Experience/Qualifications:

Bachelor's degree and two or more years' experience in grants administration and grant writing and five years' experience in accounting functions. Prior teaching and/or training experience with a strong commitment to customer service and the ability to communicate complex grant financial information to non-finance budget holders preferred. Demonstrate oral and written communication skills, design, and layout skills; proficiency with Microsoft Office applications with emphasis in Excel, Word, PowerPoint, Access, Jenzabar, and keen knowledge of information technology solutions to maximize effectiveness and efficiency for data management. Inherent to success in this position is the ability to work independently, as well as part of a team with the possession of patience, tolerance, understanding, excellent organizational skills, strong analytical, problem solving and interpretative skills, and familiarity with database software. Organizational skills to effectively plan and manage time, prioritizing multiple assignments within a demanding environment to accommodate budget holder needs, work independently, work as an effective leader and team member, make sound judgments, be flexible, and adapt to a changing work environment.

Date of Position Opening: November 9, 2021 **Salary:** Commensurate with experience

Submission Instructions: *Email completed application and resume to: TougalooCareers@tougaloo.edu
Please include the position you are applying for in the "Subject" line of your e-mail.*

Mail Documents to: Tougaloo College Attn: Director of Human Resources
500 West County Line Road Tougaloo, MS 39174

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.
TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**