Amherst College

Amherst Campus
Amherst Staff
Regular
Full time
JR3413

Amherst has taken a leadership role among highly selective liberal arts colleges and universities in successfully diversifying the racial, socio-economic, and geographic profile of its student body. The College is similarly committed to enriching its educational experience and its culture through the diversity of its faculty, administration and staff.

Job Description:

Amherst College invites applications for the Post Award Grant Specialist position. The Post Award Grant Specialist is a full-time, year-round position, starting at $56,160 - commensurate with experience. Given Amherst's distinction as one of the most diverse liberal arts colleges in the country, the successful candidate will demonstrate the ways in which they bring value to and will work towards supporting a broadly diverse community.

The Post Award Grant Specialist has responsibilities associated with accounting and reporting of all grants from federal, private, and other sources. This role supports the communication of sponsored program administration policies & procedures, and the maintenance of expenditures and other post award records. This position takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Summary of Responsibilities:

Post Award Review - Review and monitor grant expenditures for adequate documentation, accuracy and compliance with budgetary, College, sponsor, and federal requirements.

Grant Accounting --- Prepare journal entries related to grant accounts within Generally Accepted Accounting Principles, as well as related budget adjustments, cost transfers, detailed schedules, account reconciliations, and other financial reports.

Grant Reporting --- Ensure timely and accurate internal and external financial reporting for grants and sponsored programs on a periodic basis and as required. Respond to data requests within the College (e.g., number of awards, annual indirect costs, etc.)

Grant Management --- Serve as a central point of contact and guide to our diverse faculty and staff throughout the grant process. Prepare budget projections; review progress reports; facilitate
requests for no cost extension; prepare reallocations and transfers, close out grants, etc. Stay current on federal grant policy and fiscal requirements.

Portal Management --- Maintain grant information in sponsor portals and manage access (Grants.gov, Research.gov, FastLane, Assist, eRA Commons, INSPIRES, etc.).

Hybrid schedule preferred; remote work considered.

Qualifications

Required:

- Bachelor’s Degree and relevant training.
- Two to five years of related professional experience.
- Experience and understanding of the principles of accounting.
- Demonstrated knowledge of Microsoft Excel.
- Excellent verbal and written communication skills to interact with finance colleagues and the general campus community.
- Strong focus on attention to detail and accuracy.
- Excited to work in a fast-paced environment. Ability to set and prioritize responsibilities effectively.
- Ability to work effectively with a diverse community.

Preferred:

- Experience with Workday Financials.
- Experience with Generally Accepted Accounting Principles.
- Experience developing and monitoring budgets.
- Experience with 2 CFR 200 (Uniform Guidance) and other federal guidelines. Ability to comprehend and interpret legal documents.
- Finance functional experience in higher educational setting.
- Certified Research Administrator (CRA) or Certified Financial Research Administrator (CFRA).
- Experience with awards sponsored by NIH, NSF, NASA, NEH, NEA, and the Mellon Foundation.

Amherst College offers many opportunities for professional growth and development, continued learning, and career advancement.

Amherst College requires all employees to be fully vaccinated for COVID-19 (medical and religious exemptions may apply).

Amherst College is pleased to provide a comprehensive, highly competitive benefits package that meets
the needs of staff and faculty and their families. Benefits are an important part of our overall compensation, so it is critical that you review all of the options to ensure it meets your total compensation requirements. Click here for Benefits Information.

Interested candidates are asked to submit a resume and cover letter online at https://amherst.wd5.myworkdayjobs.com/Amherst_Jobs. Please be sure to upload all requested documents prior to clicking Submit. Applications cannot be revised once submitted. (Current employees and students should apply by clicking on the Career icon from their Workday home screen) Review of applications will begin immediately and will continue until the position is filled.

To find information about job group and level (JGL) follow this link.

Apply Here: https://www.click2apply.net/1YBKzGtALgL8NHOlehPdyQ

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