

# Finance & Grants Management Specialist

 School of Medicine, Stanford, California, United States

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The Department of Medicine, **Division of Nephrology** is seeking a Finance & Grants Management Specialist to work under minimal supervision to manage proposal preparation and/or post award activities on externally sponsored grants, contracts, fellowships and philanthropic funds both routine and complex.

The Division of Nephrology is the branch of internal medicine devoted to the study, diagnosis, and treatment of kidney disease. The Division of Nephrology in the Department of Medicine offers fellows and faculty unparalleled prospects for research and clinical training in an atmosphere with ample opportunity to participate in University and community service, in an exciting academic environment committed to excellence, innovation and diversity.

**Duties include:**

- Serve as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments; respond to sponsor inquiries.
- Review and approve expenditures, advise on post award spending and commitment activity, and oversee compliance related to fund and revenue.
- Develop and communicate reports supporting project status; create effective forecasting and decision aides.
- Participate in contract closeout process; submit final reports and certificates. Compile information and documents needed for audit inquiries.
- Understand, apply, and advise on university and government policies for projects.
- Run and analyze financial reports, often from multiple systems; prepare management information reports.
- Participate with principal investigator in the preparation of the administrative components of proposals within parameters of sponsored and non-sponsored research guidelines. Oversee and communicate submission process, both paper and electronic; review documents for completeness and compliance.
- Participate in and contribute to process improvements. Lead other staff in group projects
- May participate as a mentor and provide cross-training as needed.
- Construct and assemble data for budgeting, forecasting, and decision making; develop conclusions, and present high level summary of recommendations. Develop, prepare, revise, and finalize project budgets, and provide budget justification; obtain cost sharing commitment and support. Serve as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments; respond to sponsor inquiries; advise of new regulations.

### **DESIRED QUALIFICATIONS:**

- Expert knowledge and fluency of governmental regulations (e.g. FAR, A-21, A-110, A-133, CAS).
- Ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project.
- Knowledge of property management requirements related to Stanford or non-Stanford title of equipment and fabrications.
- Ability to understand, interpret, and communicate policies and procedures.
- Knowledge of procurement needs, including sole-sourcing, cost analyses, vendor requirements, and small business reporting.
- Extreme attention to detail.
- Excellent time management and organizational skills.

### **EDUCATION & EXPERIENCE (REQUIRED)**

- Bachelor's degree plus four years of applicable experience, or combination of education and relevant work experience.

### **KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):**

- Basic knowledge of governmental regulations.
- Ability to understand, interpret, and communicate policies and procedures.
- Excellent oral, written, and communication skills.
- Intermediate proficiency in business applications, such as Microsoft Office; intermediate Excel skills.
- Demonstrated knowledge of and experience with accounting systems and the internet; computer literacy.
- Understanding of and ability to apply accounting skills and concepts.
- Knowledge of Generally Accepted Accounting Principles.
- Demonstrated communication skills, including the ability to clearly and effectively communicate information to internal audiences and client groups.
- Demonstrated project management skills and ability to contribute as part of a project team.
- Ability to complete Cardinal Curriculum I and II within first year in role.

### **CERTIFICATIONS & LICENSES:**

- Cardinal Curriculum I and II must be completed to remain in this position.

### **PHYSICAL REQUIREMENTS\*:**

- Constantly perform desk-based computer tasks.
- Frequently sit, sort, file paperwork or parts, grasp lightly, and use fine manipulation, lift, carry, push and pull objects that weigh 10 pounds or less.
- Occasionally write by hand, twist, bend, stoop and squat.

- Rarely stand, walk, reach or work above shoulders and use a telephone.
- Occasionally stand, walk, grasp forcefully, use a telephone, write by hand and sort and file paperwork or parts.
- Rarely lift, carry, push and pull objects weighing 11-20 pounds.

*\* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

**WORKING CONDITIONS:**

- May work extended hours during peak business cycles.

**WORK STANDARDS:**

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

**WHY STANFORD IS FOR YOU:**

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and **unique perks** empower you with:

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

**Additional Information**

- Schedule: Full-time
- Job Code: 4442
- Employee Status: Regular
- Grade: H
- Requisition ID: 86507