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Financial Analyst II

2020-7202

3 months ago

US-NY-New York **Department** CDV-Sponsored Program Administration

School/Division Office of the SVP Finance and Budget/Chief Financial Officer (WS2704) **Compensation Grade** Band 53 **Union** N/A

FT/PT Full-Time **Category** Finance/Real Estate/Procurement/Grant Management

Position Summary

As the primary client relationship manager for Principal Investigators and their staff, provide the technical expertise, leadership, and customer service necessary to effectively manage both public and private grants and contracts. Design and deliver training to clients to reinforce best practices and legal compliance. Act as a fiscal monitor, grant accounting expert, and post-award compliance authority. Administer post-award activities for NYU's global sites. Interpret complex award documents, as well as Federal government policies and their corresponding University policies, procedures and guidelines. Manage accounts using established OMB and Uniform Guidance requirements. Review analytical reports evaluating the grant portfolio or specific grant, contract accounting or finance issues. Prepare financial reports and invoices for all federal and non-federal awards. Monitor and troubleshoot departmental inquiries via ServiceLink and provide support to sponsors, administrators and other NYU departments on a daily basis. Respond to external and internal audits and management requests. Ensure the comprehensive documentation of all relevant financial activities. Participate in training new personnel and especial projects as directed by upper management.

Qualifications

Required Education:

Bachelor's Degree Accounting, Finance, or an equivalent combination of education and experience.

Preferred Education:

Master's Degree

Required Experience:

5+ years Must include experience with Federal grants and post-award administration, analysis and reconciliation of grant accounts, and facilitate developing complex financial reports/ analysis.

Preferred Experience:

International grants management experience and experience with University-based research is preferred. Membership in NCURA, COGR or other University-based grants management organizations.

Required Skills, Knowledge and Abilities:

Extensive knowledge of grants administration, including Uniform Guidance regulations, as well as Generally Accepted Accounting Principles (GAAP). Advanced knowledge of MS Excel and Word software and accounting applications; comfort working with and learning new and complicated computer systems; proficiency with spreadsheet, database, word processing, and query tool software. The ability to do Macros in Excel. The ability to communicate complex information (mostly financial, legal, and regulatory) to a diverse population, both verbally and in writing. The ability to understand long-term goals, and decipher financial implications of programmatic models, and the ability to frame results of financial and policy analysis in a clear, cogent and concise manner. Must possess diplomacy, confidentiality, and strong relationship building skills. Excellent planning, analytical and problem solving skills; strong quantitative and statistical modeling skills. The ability to work in a high paced, fast-moving, intellectually rigorous environment.

Preferred Skills, Knowledge and Abilities:

Background in complex forms of financial analysis (such as forecasting) and forensic accounting. Proficiency in a second language such as

background in complex forms of financial analysis (such as forecasting) and forensic accounting. Fluency in a second language such as Arabic or Mandarin.

Additional Information

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