

## **GRANT AND FINANCIAL SPECIALIST**

### **Job Overview**

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Grants Financial Specialist. The Grant and Financial Specialist, under the direction of the Institute's Financial Manager, is responsible for operating and personnel budget development, implementation and change management, monitoring expenses and financial balances for Institute grants and awards.

### **Buffett Early Childhood Institute Profile**

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

### **Job Responsibilities**

This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

- Develops, compiles, tabulates, analyzes, and interprets financial data from accounting documents and systems to assist administration of grant funds.
- Monitors grant expenditures to ensure they are allowable and reasonable and are in compliance with the granting agency's regulations, state and university policies, and Institute budget authority procedures.
- Maintains and updates records on disbursement of funds and ensures all payment receipts are secured.
- Develops reports based on federal and state laws, rules, regulations, and standards to ensure compliance and efficient and timely operations in accordance with internal control practices, accounting principles, and concepts and advise administration of concerns.
- Maintains the schedule of reporting for all grant-funded programs and assists Financial Manager in the preparation, filing, and dissemination of related budget, financial, and effort reports and associated documentation.

- Monitors grant closing activities, including monitoring closing dates to avoid over/under expenditure and coordinate actions with Principal Investigators and Financial Manager to process personnel and billing changes.
- Reviews F&A documentation to ensure correct return to the Institute.
- Performs special projects when they are requested and involve the financial management of grants and contracts.
- Initiates process improvement through identification and development of efficient methods for performing assigned duties.
- Attends grant-related meetings to serve as financial liaison.
- Other duties as assigned.

#### **Required Qualifications:**

- Bachelor's degree in accounting, finance, business administration or related field
- Three years of fund accounting experience, preferably in a university setting
- Basic computer skills including Microsoft Office suite (Word, Excel, Outlook)

#### **Preferred Qualifications**

- Demonstrated knowledge of government regulations related to federal programs and financial report for grants
- University of Nebraska SAP financial system experience
- Knowledge of the University of Nebraska–Lincoln's grant management system and support structure

#### **How to Apply**

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.

### **ADDENDUM FOR GRANTS FINANCIAL SPECIALIST**

#### **Competencies**

- **Nature/Complexity of Work**  
The work can be very complex and depends primarily on the organizational skills and accounting abilities of the individual as well as the types of assignments they are assigned. The quantitative skills such as business accounting, finance, grant management, management information systems, and mathematics can be difficult, but the systems available to track and report data are helpful. The individual must have an ability to address multiple requests; possess strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information; have a record of effective teamwork with others; and possess exceptional time management skills.
- **Problem-Solving/Decision-Making**

This position requires independent judgment and self-direction to complete tasks assigned, determine the tools and approach to be used in developing analyses and use judgment in determining the degree to which detail and information is needed to adequately respond to a request. The individual in the position uses their own discretion as to when and how to coordinate with others regarding business transactions and serves as a resource to Institute staff on fiscal matters, providing advice regarding making and implementing decisions regarding grant guidelines and expenditures.

- **Strategic Input**

The impact of errors is far-reaching. Errors in grant financial analysis, budget projections, and reporting will adversely affect the business affairs at the University of Nebraska. This individual is required to be proficient and conscientious when representing the Buffett Institute and the University of Nebraska at all times. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests with the employee.

- **Know-How**

Thorough knowledge of accounting theories, practices, regulations, and financial concepts is required. This position demands the ability to take initiative, operate independently as well as a member of a team, exercise judgment to seek supervision and/or input from others when necessary, and be able to thrive in a fast-paced, multi-tasking environment. One should demonstrate competencies in excellent interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration, and teamwork. The individual should possess exceptional communication skills (verbal, writing, editing, and proofreading) and be organized, detail-oriented and accurate. Ability to manipulate large amounts of information for planning and/or analysis activities and communicating findings to users is essential. Must follow state and federal law, compliance with fiscal and budget reporting guidelines, university policy and approved methodologies for tracking and reporting information.

- **Technical Skills**

This position demands technology proficiency, with a willingness to learn and use new technologies relating to (but not limited to) financial, budget, and document management. This position requires use and knowledge of SAP, NUFFO, and other data tracking systems and the ability to explain, verbally and in written form, to end users how figures are collected and analyzed. Proficient knowledge of Microsoft Office software is required, including the ability to use multiple worksheets, pivot tables, charts, and formulas. Adobe software knowledge for converting PDF documents to Word documents and vice versa is essential.

- **Interactions**

This position will work extensively with all staff at the Institute, University of Nebraska Central Administration, University Foundation, UNL Office of Sponsored Programs, campus representatives, other affiliate offices, and local, state, and federal entities. The individual must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position typically obtains and provides information according to prescribed business and finance practices.

- **Supervision**

This position reports to the Financial Manager. This position exercises no supervision over other staff but provides financial guidance to other co-workers.

**General Information:**

Job Family: Admin and Business Operations

Job Code: 49243321

FLSA: Non-exempt

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 3/3/2020 by K. Harper, Associate Executive Director for Operations

**Physical Requirements and Work Conditions**

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.