UTIA CAREER OPPORTUNITY

POSITION X2356 Financial Professional, Operations Coordinator, FRSAN

LOCATION The University of Tennessee, Institute of Agriculture, UT Extension, Department of Family & Consumer Sciences, Knoxville, TN

EFFECTIVE DATE October 1, 2023

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position and is dependent upon performance and continued award funding. progress and performance. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Operations Coordinator oversees the Farm and Ranch Stress Assistance Network (FRSAN) accounts and sub accounts (~5). The position is responsible for financial oversight of all FRSAN sponsored projects, income accounts and other related transactions while collaboratively interfacing with the grant team participants (e. g. faculty, staff, sub award partners and vendors totally over 60 individuals, organizations, and institutions). This position serves as the grant financial advisor to the FRSAN PIs, coordinator and other team members.

Primary responsibilities include coordinating budgets for research, operations, and programming; general ledger accounting; reviewing all grant related transactions prior to processing for payment for compliance and accuracy to ensure that it is allowable, allocable, and within the scope of work of the project; evaluating budgets and expenditures; compiling and analyzing financial data for reports; and development of systems/processes that support federal grant compliance, reporting, and evaluation to ensure sustainability of the overall project. Other responsibilities may include aspects of event coordination and purchasing.

DUTIES/RESPONSIBILITIES:

Financial coordination of FRSAN grant (70%):

Manages expenditures and obligations of financial resources for FRSAN and verifies and reconciles all accounts to ensure compliance with departmental, university, and federal procedures and policies.

- Researches and resolves budgetary issues and communicates with the Office of Sponsored Programs and Procurement Offices for UTIA and multiple other (~10) partner institutions.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Develops budgets and budget justifications to ensure that proposals align with FRSAN priorities and strategies.
- Reviews each grant related transactions prior to processing for payment for compliance and accuracy to ensure that it is allowable, allocable, and within the scope of work of the project.
- Responsible for development of systems and processes to support grant compliance, data tracking, required reporting, projections, and troubleshooting.
- Advises grant team including PI, coordinator, team leads, and partner institutions and monitors adherence to financial deadlines ensuring processes are completed in timely manner and by agreed-upon dates.
- Responsible for creation and approval of financial documents, which may include invoices, petty cash reimbursements, internal transfer vouchers, procurement card and distribution of the items to appropriate accounts, employee and guest travel requests and reconciliations.

Operational coordination for FRSAN grant (30%):

- Plays an integral role in the development of all contracts, non-compete justifications, scopes of work, and budget justifications for sub awards and vendors.
- Responsible for initiating contract amendments and other changes necessary to meet grant objectives.
- Participates in event coordination and purchasing needs related to FRSAN events across the southern region of the U.S.
- Develop processes in line with departmental, university, and federal guidelines for purchasing management, inventory control, printing, and other needed coordination for FRSAN regional partners.
- Maintains knowledge of updated federal reporting requirements and will complete budgetary portions of outcome reports.

REQUIREMENTS/QUALIFICATIONS

Required:

- Bachelor's degree in accounting, finance, or related field of study
- Three (3) years' experience in accounting and/or financial management
- Ability to manage and monitor financial accounts and budget expenditures

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- Ability to establish and maintain strong working relationship with a variety of constituencies including staff, students, faculty, and community partners
- Strong organizational, interpersonal, and grants management skills
- Excellent written and verbal communication skills
- Knowledge of grant management
- Proficient skills in Microsoft Office and other technologies required to fulfill role

Preferred/Desired:

- Master's degree in accounting, finance, or related field of study
- Four (4) years' experience in accounting and/or financial management
- Grant financial management
- Knowledge of IRIS/SAP, CAYUSE, and CONCUR systems
- Knowledge of USDA grant systems
- Contract management skills

NEW APPLICANTS

REQUIREMENTS

Please apply online by clicking this link: External Applicants Internal Applicants

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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