

## FINANCE PROFESSIONAL 3 *MINNESOTA POPULATION CENTER*

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### Requisition 311474

The Minnesota Population Center (MPC, [www.pop.umn.edu](http://www.pop.umn.edu)) seeks an experienced Finance Professional 3 to join its administrative team. As our Finance Professional 3, you will serve as the MPC financial lead for sponsored and non-sponsored funds, administer grants and support proposal development, provide general fiscal administration, and serve as effort certification coordinator and as one of two MPC certified approvers. You will report to HR/Finance Manager Rich Portnoy and will work closely with Administrative Core and Program Development Core colleagues and interact frequently with principal investigators (PIs) and research project managers. Like other administrative staff at the MPC, you must excel within a diverse team environment and be enthusiastic about providing service to MPC affiliates and researchers from around the world.

MPC administers 34 grants from NIH, NSF and foundations, submits 25 proposals per year, and has a total annual budget exceeding \$15 million. MPC offices are located on the West Bank. MPC also offers a collegial and respectful working environment, professional development support, and flexible work arrangements.

### Responsibilities

1. **Sponsored Accounting (35%)** Serves as the MPC financial lead for all sponsored activities, working closely with the MPC HR and Finance Manager. In pre-award, assists faculty and P&A staff on budget development for grant proposals. In post-award, communicates regularly with principal investigators (PIs) on sponsored project budgets, providing budget expertise, financial reporting and projections, and policy interpretation. Analyze issues related to a specific grant, PI, type of charge; make recommendation to ameliorate the issues. One of two certified approvers in the MPC.
2. **Grant Administration (25%)**: Works closely with the MPC Program Development Coordinator and PIs on proposal submission and grant administration. In pre-award, manages proposal routing forms (PRFs) and coordinates sub-awards for grant submissions. In post-award, works with PIs and grant administrator at SPA to set up and manage awards and subcontracts. Also manages annual reporting for grants and contracts. Works with SFR to close-out grants. Serves as the MPC effort coordinator.
3. **Non-Sponsored Accounting (25%)**: Working closely with the MPC HR and Finance Manager, has primary responsibility for administration and accounting of all MPC non-sponsored accounts. Prepares non-sponsored budgets during budget preparation. Monitors fund balances, reviews and analyzes expenditures, and makes recommendations for process, vendor, or product changes as appropriate. Prepares quarterly budget reports for MPC Advisory Board and directors. Maintains MPC COA, including additions, deletions, modifications to chartfields and programs. Administers DMS access for MPC foundation account. Administers center's external and internal sales programs and activities, advises on contractual agreements, manages billing, and communicates with University departments and external organizations. Serves as in-house expert on international financial transactions.
4. **General Fiscal Administration (15%)** Prepares and reviews financial data for periodic departmental review and in response to requests from SPA or auditors. Serves as technical resource to managers and staff on interpretation of federal law, federal and University policies and procedures, and best practices with respect to sponsored and non-sponsored expenditures. Consults with managers to assess their financial reporting needs, recommends existing canned reports and develops customized reports as needed. In conjunction with HR and Finance Manager, establishes procedures for adherence to all relevant University and federal policies regarding fiscal administration. May supervise one Executive Accounts Specialist.

## Qualifications

### Minimum Qualifications

- BA/BS plus at least 4 years of professional accounting work experience or a combination of related education and work experience to equal 8 years
- Experience with sponsored grants and contracts (NIH, NSF, or foundations)
- Excellent computer skills with proficiency in Microsoft Office and Google Apps
- Proven ability to work collaboratively as part of a team and to work independently, exercising sound, independent judgment
- Excellent verbal and written communication skills

### Preferred Qualifications

- Knowledge of University of Minnesota and federal policies and procedures regarding purchasing, travel, professional services, payroll and other use of sponsored and non-sponsored funds
- Certified Approver or ability to obtain certified approver status within a designated timeframe
- Ability to create budgets and to prepare financial reports and projections and to analyze complex financial data from multiple sources
- Experience with University financial systems: EFS (Enterprise Financial Systems), EGMS (Electronic Grants Management System), and ECRT (effort certification systems)
- Experience with federal agency grant systems, such as grants.gov, fastlane or ASSIST.
- Previous financial/accounting experience work in a research unit within an academic setting
- Advanced skills with Excel and Google Spreadsheet

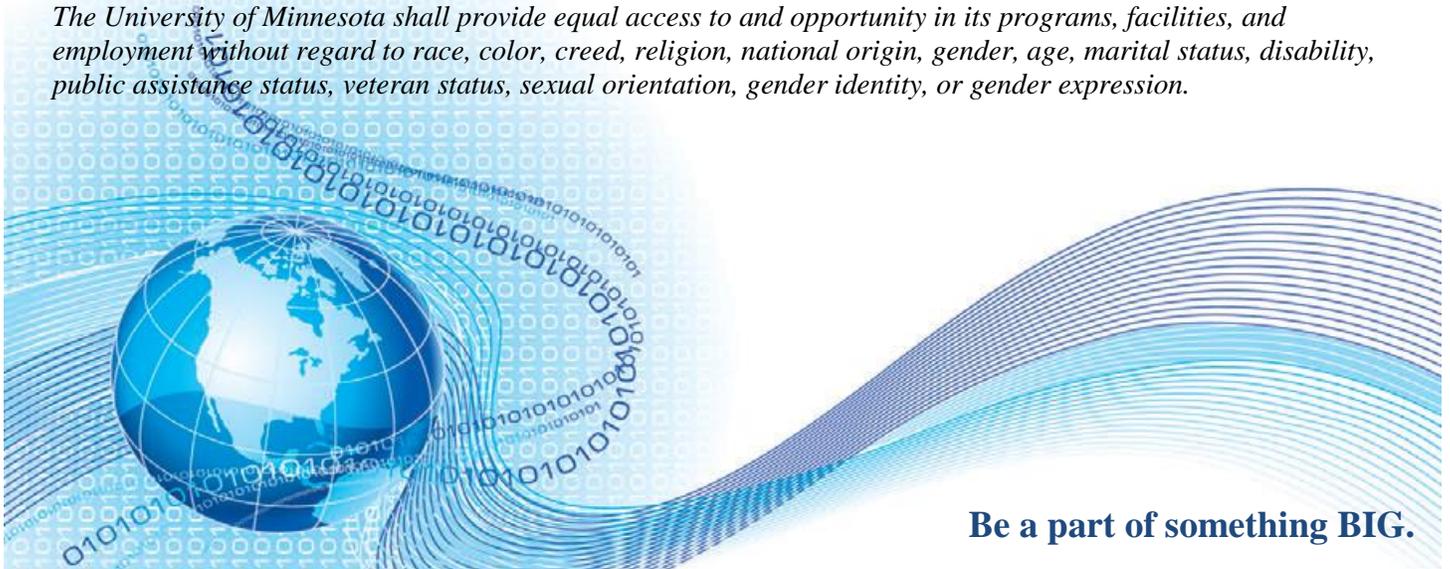
## Application Procedures

Please apply using the University of Minnesota's online employment system [humanresources.umn.edu/jobs](http://humanresources.umn.edu/jobs) and search job opening ID 311474. After completing the application information, attach the following documents separately: a cover letter; a resume; and contact information for three professional references.

The search committee will review and consider applications immediately upon their receipt, and the position will remain open until filled. Questions concerning the application process may be addressed to Mia Riza, HR Associate, at [mpc-jobs@umn.edu](mailto:mpc-jobs@umn.edu).

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

*The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.*



**Be a part of something BIG.**