

Director of Sponsored Programs & Grant Accounting

DEPARTMENT: Office of Sponsored Programs

Employment Detail: Permanent, Full-Time

Applications received by July 23, 2017 will be guaranteed full review and consideration.

Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

The Director of Sponsored Programs and Grant Accounting is responsible for overseeing financial, reporting, compliance, and audit related tasks pertaining to activity, research or otherwise, funded by an external source such as a federal, state or private entity. Oversight includes managing accounting staff, negotiating facility and administrative rates, working closely with principal investigators, administering cost share agreements, acting as a liaison with sponsors and interacting with federal and state auditors. The Director is actively involved in all aspects of sponsored programs which include assisting in the budget preparation of grant proposals, grant reporting and compliance with granting agency rules and regulations. This position works closely with the Director of Finance and Budget, Vice Chancellor for Research as well as the Director of the Montana Bureau of Mines and Geology on accounting and budget issues.

REQUIRED QUALIFICATIONS:

- Bachelor Degree in Business or related field.
- A minimum of five years of related work experience in accounting and financial compliance for sponsored programs (extramural funding).
- Office location not accessible by elevator or ramp. Incumbent must be able to negotiate stairs several times per day.

REQUIRED SKILLS:

- Experience using an integrated accounting software package.
- Thorough understanding of the Office of Management and Budget (2 CFR 200) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Ability to effectively problem solve and handle simultaneous priorities.
- Strong communication skills.
- Previous supervisory experience.

PREFERRED QUALIFICATIONS:

- Working knowledge of The State of Montana and University system policies and procedures
- Working knowledge of the Banner Finance (Elucian) system.

To apply, please submit the following items:

1)Letter of application, 2) Resume', 3)Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu

Any offer of employment is contingent upon a satisfactory criminal background check.