



# Example of Grants & Contracts Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of grants & contracts administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for grants & contracts administrator

- Confirming with PI's that all work has been completed and deliverables/reports have been received
- Submits patent report, property report and release of all obligations as needed
- Projects within the portfolio will include federal funding, foundations support, international components, Phase I – Phase III clinical trials, and industry sponsored clinical trials
- Responsible for assigned projects and financial project portfolio of all sponsored research, which include closeouts, overdraft management, A/R monitoring, Partner with team members supporting non-industry sponsored research projects
- Maintains and reviews data for accuracy and consistency
- Creates queries to extract data and generate reports from Grants database as requested by departments and Associate Dean for Research
- Works with database programmer and Administrative Coordinator to make recommendation/updates to Grants database
- Maintains various files for Grants Management Office
- Assists the Office of Grants Management with distribution of Post Awards, Development, the lockbox, and grant rejections
- Acts as UTSW primary contact for data input into Federal Funds database

- Full command of grants and contracts systems
- Experience with accounts payable, expense tracking, and problem solving
- Experience managing and analyzing contracts and grants including expenditure analysis, projections and account reconciliation
- Experience with contract and grant budget preparation and proposal submission
- Organizational and time management skills to meet deadlines and maintain a high level of accuracy and productivity with frequent interruptions
- Knowledge and experience with University online financial systems