

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
DEPARTMENT OF ANIMAL AND AVIAN SCIENCES**

POSITION ANNOUNCEMENT

CONTRACTS & GRANTS SPECIALIST

Exempt Staff

12-month Full-Time

Position Number: 127837

Responsibilities:

The Department of Animal and Avian Sciences is seeking an individual to provide financial business management services. Candidates should have professional experience in procurement, budget management, human resources, and contract and grants administration. Responsibilities will include assisting Principle Investigators (PIs) in managing grants and contracts per University policy and Sponsor's requirements. Creating and reconciling accounts using BA4 Priority software. Developing monthly financial reports and cost projections. Working closely with AGNR AgPAS and PIs to generate budgets (both new proposal and revised budget requests.). Generating necessary post-award documentation and maintaining documentation for audit purposes. Managing billing for Department Service/Recharge Centers.

Qualifications:

Required:

Bachelor's Degree in accounting, business, or a related field is required. At least three years of progressively responsible experience in combining budgeting, accounting, payroll, purchasing, and personnel work are required. Candidates must be able to work independently: interacting effectively and comfortably with internal and external stakeholders. Knowledge of and skill in the practical application of generally accepted office practices and procedures with a keen regard for confidentiality and the ability to communicate proficiently (orally and in writing) is essential. Working knowledge of various University systems, including BA4, KFS, KR, PHR, and CONCUR. Experience as a PHR Creator and knowledge of Workday are preferred. The candidate must possess the ability to plan, organize, prioritize, and execute multiple and continuing assignments on an occasional deadline-driven basis.

Preferred:

A Master's Degree in accounting, business administration, or a related field is preferred. Working experience using BA 4 Priority Software is highly preferred, including candidates with working experience in Quali Research (KR). Candidates with experience managing contracts and grants from beginning to termination date are highly preferred.

Salary and Benefits:

Salary is competitive and commensurate with qualifications. The University of Maryland offers an extensive benefits package.

Closing Date: For best consideration, applications should be submitted by November 28, 2022. Applications will be accepted until a suitable candidate is identified.

Applications:

Applicants must apply through eTerp at <https://jobs.umd.edu>. Candidates should upload resume, unofficial transcript, contact information of three professional references, and cover letter to Advisory Committee, Department of Animal and Avian Sciences with a brief description of previous experience.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities and women are encouraged to apply.