



Staff Vacancy

UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

POSITION: Research Fund Analyst

EEO# BO 15-16

RESPONSIBILITIES:

The Research Fund Analyst has the responsibility for the day-to-day management, analysis and monitoring of all financial transactions pertaining to personnel/payroll, purchasing, travel, and other activities as related to the university's research discretionary, indirect return, and research center funds. This individual will review all general ledger adjustments, including budget and expenditure journals associated with the assigned funds. Also, this individual will work with researchers, department heads, deans, and other university staff to ensure compliance with university policies and any federal or state regulations and requirements, and assist with fiscal year closing activities and budget preparation for the following fiscal year.

This position reports to the Manager of Research Accounting, but will work with other staff members to plan and implement professional development programs, develop support materials for the University community relevant to fund management, and contribute to the overall effectiveness and efficiency of the office.

QUALIFICATIONS:

The successful candidate will possess a Bachelor's Degree, with a major or minor in accounting or similar field, and at least three years of progressively responsible experience in a financially-oriented administrative positions; or equivalent combination of education and experience. Knowledge and understanding of Generally Accepted Accounting Principles (GAAP) required. Demonstrated strong analytical, organizational and problem-solving skills, the ability to be detail-oriented and accurate, the ability to prioritize and work independently within established procedures and strong interpersonal skills are essential.

PREFERRED QUALIFICATIONS:

Prior experience with contract and grant financial management in a university setting.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>.

DEPARTMENT OVERVIEW:

The Office of Sponsored Programs Finance Administration and Compliance (SPFAC) at UL Lafayette provides post award management and financial oversight, while ensuring compliance with federal regulations and adherence to state and university policies, for all externally funded research and sponsored activities.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: July 1, 2017

APPLICATIONS:

Review of applications will begin immediately and continue until the position is filled.

Cover letter and resume should be e-mailed to shannon@louisiana.edu ATTN: Shannon Gary, Research Accounting Manager

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>