



<b>Job Title:</b>	Grants and Contracts Administrator
<b>CCFH Program:</b>	Finance Department
<b>Location:</b>	Durham, NC
<b>Position Type:</b>	Full-Time

**JOB DESCRIPTION**

**Occupational Summary:** This position reports to the Director of Finance of the Center for Child & Family Health (CCFH). Responsibilities include Grant Management. Performs pre-award and/or post award activities for the Center. Pre-award activities include assisting departmental faculty/PI in the development, preparation, and submission of grant and contract proposals. Ensure all applications meet agency and university guidelines and published time tables and deadlines. Ensure proposals are entered and routed in a timely manner for further review. Post-award activities include detailed reconciliation of assigned project budgets, preparing complex budget reports, preparing adjustments and corrections in assigned project budgets for further review and approval in order to meet project goals and federal requirements.

This position requires strong non-profit accounting skills, grants accounting experience, and excellent communication and people skills. The Grants Administrator will be responsible for analyzing and reporting the numbers but will also collaborate with people at all levels and in various departments both internal and external to this non-profit organization.

**Work Performed:** This candidate will be responsible for maintaining financial and grant support services in order to meet the needs of the organization. This position is also responsible for the operations of pre-award, post-award grant administration and reviewing financial reports, providing liaison with auditors and funding agencies, assisting with budget preparation and analysis, account reconciliation, month and year end closings, and assist with other projects assigned by the Director of Finance

Perform and coordinate the operational activities of the Finance division of the Center for Child & Family Health and provide support to the Director of Finance for overall consistency and compliance with standard accounting and University policies and procedures.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

**Required Qualifications at This Level**

**Education/Training:**

- B.S. degree in Accounting/Business or a directly related business field
- Research or grants education and/or certification

**Experience:**

- 6 years or more experience in an accounting or business field
- Familiar with accounting practices involved in maintain more complex financial records
- Reconciling accounting information
- Grant experience



**Skills:** Advanced level of proficiency in QuickBooks, Bank Reconciliation, Cash Management/Cash Flow, General Ledger, Intermediate MS Excel, Grant Submission, Access, PowerPoint, Outlook, and web applications. Ability to manage multiple tasks and manage complex reports. Willingness and ability to work as part of a team to complete tasks. Ability to professionally interact with, and work with Principal Investigators and staff members. Effective verbal and written communication skills. Highly organized with attention to detail. Strong interpersonal skills and ability to manage multiple priorities simultaneously.

**Salary commensurate with experience**

#### **APPLICATION INFORMATION**

Please email resume and letter of interest to [bessie.cookegivens@duke.edu](mailto:bessie.cookegivens@duke.edu), Finance Director, or [kelsey.lodge@duke.edu](mailto:kelsey.lodge@duke.edu), Director of Administration.