

GMS

MJR 1 Sponsored Award Accounting & Compliance Management

Essential Functions: Performs a monthly review of all sponsored awards within the GMS' portfolio (units, departments, and centers in the College of Medicine) to ensure all charges are allowable, allocable and reasonable (i.e. adhere to all sponsor and UK requirements as well as GAAP). Provides PIs and (as needed) DAs sponsored award projections to enable PI decision-making that will prevent over- or under-spending of awards. Creates and/or requests journal entries, transaction corrections and salary distribution updates to ensure that UK systems accurately represent sponsored award activities. Communicates with PIs and (as needed) DAs to ensure correctly entries accurately capture award activities. Collaborates with SRAS Pre-Award Staff, OSPA, RFS, PIs and (as needed) DAs to ensure that sponsored awards are set up correctly and completely to enable accurate monthly reviews. Supports eCRT (project payroll reporting) via the reporting role to ensure UK system data aligns with monthly sponsored award reviews and effort expended on sponsored awards. Collaborates with SRAS Pre-Award Staff, OSPA, RFS, PIs and (as needed) DAs to develop sponsor-facing progress and final reports and ensures that financial data submitted to sponsors is accurate and compliant. Ensures outgoing subawards are set up in a timely and compliant manner. Reviews subaward invoices for accuracy and accounting concerns. Supports PI review of subaward invoices.

Competencies/Skills: Familiarity with sponsored award requirements, both federal and private, and GAAP. Understanding of UK compliance requirements (OSPA, RFS and Controller specifically). Ability to learn new sponsor and UK requirements. Ability to apply sponsor and UK requirements via critical thinking.

Percent of time: 35%

MJR 2 Protect UK Assets

Essential Functions: Serves as first point of compliance review for UK College of Medicine sponsored award activity review. Monitors all sponsored award transactions and activities for compliance with UK and sponsor requirements. Identifies and communicates compliance concerns to UK compliance offices (RFS, OSPA and Controller) and/or PI as required for resolution. Ensures appropriate documentation of sponsored award activities is submitted to appropriate offices and/or stored in SRAS to protect UK and PIs against future audit inquiries.

Competencies/Skills: Familiarity with sponsored award requirements, both federal and private, and GAAP. Understanding of UK compliance requirements (OSPA, RFS and Controller specifically). Ability to communicate compliance concerns clearly to a disparate group of customers with varying understanding of compliance frameworks. Ability to raise compliance concerns to the attention of UK or external leadership, as needed, to ensure that sponsored funds are managed appropriately.

Percent of Time: 25%

MJR 3 Provide Customer Service

Essential Functions: Communicates in a clear and concise manner to inform PIs of monthly sponsored award activities, concerns, and recommended changes or corrections. Communicates in a clear and concise manner to inform PIs of outgoing subaward activities. Communicates in a clear and concise manner to inform PIs and DAs of the eCRT (project payroll report) reporting review, and any required/recommended changes. Schedules and leads sponsored award kick-off meetings to ensure that all COM sponsored awards are initiated and maintained in line with sponsor and UK requirements, and accurately represent sponsored award activities. Collaborates with SRAS staff, DAs, and COM Leadership to ensure that the financial and personnel impacts of sponsored awards activities can be managed in a timely manner. Receives and responds to PI and (as needed) DA sponsored award requests; suggest appropriate and compliant resolutions; implement resolutions as need.

Competencies/Skills: Ability to synthesize and present complex data in a straightforward manner. Ability to communicate UK and sponsor requirements, as well as their relevance, in a clear and concise manner. Ability to communicate to and collaborate with a disparate group of customers with differing post-award management understanding and differing priorities. Desire and willingness to build a team environment with customers outside of SRAS and across UK COM.

Percent of Time: 30%

MJR 4 Engage and Support SRAS Team

Essential Functions: Works with SRAS management and colleagues to continually improve and support SRAS post-award management processes. Engages with SRAS post-award colleagues in standing weekly and/or monthly team meetings. Informally supports SRAS colleagues to understand and implement SRAS policies and

procedures. Requests formal and informal support from SRAS managers and peers to clarify concerns regarding post-award compliance and/or customer service. Independently reaches out to SRAS team members (and/or notifies SRAS managers) to provide support to SRAS colleagues.

Competencies/Skills: Professional and flexible communication skills. Ability to collaborate with team members. Ability to self-identify when additional guidance and support is needed to meeting job responsibilities. Willingness to work closely with SRAS colleagues to ensure guidance and support is provided across the SRAS post-award team.

Percent of Time: 10%