The individual in this position will report to the Research Finance Manager of CIRA and work with many different groups of people, including individuals and teams of faculty, research scientists, university administrators, program managers, and scientific collaborators in the U.S and abroad. Working within a fast-paced research environment with dynamic priorities and deadlines, the individual in this position will adhere to a strong work ethic and commitment to a quality work product and environment and provide day-to-day financial and project management of a broad range of scientific research projects while working closely with principal investigators (PIs) at CIRA to ensure successful on-time and on-budget project completion. The individual in this position also will play a role in the preparation and submission of scientific proposals to external sponsors, including federal, state and local government agencies, industry, and foundations. They also will coordinate expenditure planning for a varied portfolio of research projects, forecast and recommend appropriate solutions for any funding shortfalls with respect to support of scientific staff, consumables, scientific equipment, or project travel. The individual in this position will not typically execute financial transactions; rather they will field, review, and approve or decline requests for project-related expenditures, in consultation as needed with the PI.

**Decision Making:**

In compliance with Federal, State, University and Department policy, the individual in this position will oversee and, as fiscal officer, approve ~$6M in annual research expenditures which span 40+ projects, 10 PI’s and 4 research groups. Based on general input from PI’s and sponsor restrictions, the individual in this position will allocate current year staffing, equipment purchases, travel and other expenditures and plans out subsequent years. This will require an intimate knowledge of federal, state, and department policies, project scope of work, and long range plans of research groups and PI’s. With input received from stakeholders, the individual in this position will determine the allocation of intermittent funding increments to projects, sub-projects, and sub award recipients. Such determinations will take into account the historical and future spending patterns and knowledge of awards to assure that various groups are neither over spending nor underspending their current funding. The individual in this position also will determine whether or not expenditures are appropriate/allowable on sponsored project(s), or should be charged to the PI overhead return account. Poor decisions could result in federal audit findings, loss of funding due to underspending, lack of funding to support current employees.

**Essential Job Duties:**

**Financial Management 65%**

The individual in this position will coordinate expenditure planning for a complex portfolio of research projects and prepare budget forecasts and make recommendations regarding appropriate solutions for any funding shortfalls, with respect to support of scientific staff, consumables, scientific equipment, or project travel. Specific duties will include the following:

- Review, approve or decline requests for project-related expenditures, in consultation as needed, with the project principal investigator (PI).
- Design and manage programs for internal recovery of equipment use costs and programs for scientific services provided to external clients.
- Manage a diverse research funding portfolio, including federal, state, local government, foreign government, private sector, and non-profit agency grant, contract, and cooperative agreement funding.
- Make day-to-day project expenditure decisions, based on a familiarity with project objectives and available funding, consulting with the project PI as needed.
- Design and implement models to forecast expenditures on existing projects and the likelihood of future funding via pending or planned research proposals. Identify gaps in future funding and help identify future funding opportunities.
- Interact with program managers, contracting staff, and scientific leadership at external funding agencies (federal, state, local, international, and private sector) to address questions and resolve problems related
to project staffing, budget categories, contracting issues, project status updates, requests for project extension or supplemental funding, and project reporting.

- Work with scientists and administrators, from other U.S. and international institutions, to coordinate joint research efforts. This will include leading the planning process for complex, international research field deployments.
- Prepare and recommend staffing plans for individual research groups; through the Use of funding forecasts, make recommendations to PIs regarding needed changes in scientific staffing, including the hire or termination of research associates, research scientists, and postdocs.
- Set up and monitor Work in Progress (WIP) accounts.
- Design programs to acquire, appropriately utilize, maintain, and replace scientific equipment.
- Analyze equipment use in support of funded research activities.
- Research and project future activity levels.
- Coordinate with external private sector, government, non-profit, and international customers on project management, schedule, and deliverables.
- Work with CSU Development staff and investigators to plan and manage research projects funded through department, college, and university development efforts.
- Participate in professional meetings and/or other professional growth opportunities to promote improved job knowledge and performance.
- Interpret and apply principles, rules, regulations, policies, precedents or other guidelines specific to the assigned research project(s) and its sponsor to resolve problems, answer questions and provide information and advice on technical or administrative project issues.

**Assist Proposal Development 35%**

- Research and coordinate preparation of scientific research proposals to federal sponsors, including the National Science Foundation, NASA, the National Oceanic and Atmospheric Administration, the Environmental Protection Agency, the Department of Energy, the Department of Defense, and the National Park Service.
- Prepare proposals for state, local government, international government/agency, industry, foundation and other potential sponsors.
- Investigate the availability of funding programs, research submission and compliance requirements, and project cost share requirements, consulting with sponsor representatives in the U.S. or internationally as needed.
- Draft initial project staffing and field deployment plans, including complex, coordinated international experimental research deployments with other U.S. and international institutions.
- Prepare proposal budgets and budget justifications, ensuring adequate availability and support of needed scientific personnel and equipment.
- Solicit letters of support from 3rd parties interested in supporting proposed research objectives.
- Research and recommend solutions for project cost share requirements.
- Coordinate budgets, travel, reporting, and staffing plans across multiple institutions for collaborative projects. Perform liaison activities with the Office of Sponsored Programs, including coordination of proposal submission, preparation and execution of project subcontracts, complex negotiations with project sponsors, and submission of project science reports.

**Required Qualifications:**

Please detail each of these items in your cover letter.

- Bachelor’s degree in business, physical or life science, social science, mathematics, or a related field.
- A minimum of one year of professional work experience in an accounting or finance position that included job duties directly relevant to the responsibilities of this position.
- Experience working with Microsoft Word Excel and Adobe Acrobat.
- Strong communication skills.
Preferred Qualifications:
Please highlight applicable preferred qualifications in your cover letter.
- Experience using Kuali Financial System and Kuali Research.
- Experience preparing scientific research proposals.
- Bachelor’s degree in accounting.
- Familiarity with Cost Accounting Standards and Uniform Guidance Requirements.
- Experience forecasting and managing project staffing and budgets.
- At least one year of research portfolio management experience.
- Familiarity with the scientific research process.
- Experience working at the university level.

Annual Salary Range: $52,000 - $58,000 commensurate with experience and qualifications

Background Check:
Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.

Commitment to Diversity and Inclusion:
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Application Deadline and How to Apply:
Applications will be accepted until the position is filled; however, to ensure full consideration applications should be submitted by 11:59 PM MT on Sunday, May 9, 2021. References will not be contacted without prior notification of candidates. Apply electronically by clicking “Apply to this Job” at the following website: https://jobs.colostate.edu/postings/86046. NOTE: In your cover letter, please specifically address the required and preferred qualifications of this position. A cover letter that fails to address the required and preferred qualifications of this position may not be further considered after review by the search committee.