

Grant Contract Career Ladder Matrix

	Financial Assistant Family		Grant & Contract Specialist Family	
Job Title	Financial Assistant III	Financial Assistant IV	Grant & Contract Specialist I	Grant & Contract Specialist II
Job Code	MF0015	MF0016	MB1186	MF2008
Pay Grade	15	17	41	42
Position Summary	Under the direct supervision of the Department Administrator or designee, the Financial Assistant III performs diversified financial and administrative duties. The Financial Assistant III is responsible for processing financial transactions within a department and / or division.	Under the direct supervision of the Department Administrator or designee, the Financial Assistant IV performs diversified financial and administrative duties. The Financial Assistant IV is responsible for processing financial transactions within a department and / or division.	Under the general direction of the Department Administrator, or designee, the Grant and Contract Specialist I is responsible for performing diversified and complex administrative, financial, and pre and post-award budgetary functions in support of departmental activities, to include both responsibilities for both restricted and unrestricted departmental funds.	Under the general direction of the Department Administrator, or designee, the Grant and Contract Specialist II is responsible for performing diversified and complex administrative, financial, and pre and post-award budgetary functions in support of departmental activities, to include both responsibilities for both restricted and unrestricted departmental funds.
Essential Functions / Scope	*prepare financial transactions *reconcile accounts	* Develop financial worksheets and reports *Review monthly account status and transactions *Generate reports *Prepare contracts.	*Participate in the pre-award process *Manage post- award and contract administration *Prepare financial reports	*Coordinate the pre-award process *Monitor regulatory and compliance requirements *Monitor clinical trial funding sources
Required Qualifications	Associate's Degree in Accounting, Finance, Business, or equivalent experience 0-1 years of related experience Familiarity with business software Ability to interact knowledgeably with vendors/suppliers/contractors, co-workers & senior personnel Effective oral & written communication skills	Associate's Degree in Accounting, Finance, Business, or equivalent experience 3+ years of related experience Demonstrated skill in the design and maintenance of spreadsheets, databases, or custom reports utilizing Excel Ability to interact knowledgeably with vendors/suppliers/contractors, co-workers & senior personnel Effective oral & written communication skills Demonstrated ability to perform basic accounting calculations and reconciliations Skilled in resolution of problems that require investigation, initiative, judgement, and discretion	Bachelor's degree in Accounting, Finance, Business, or equivalent experience 0-1 years of related experience Demonstrated ability to analyze and interpret financial documents	Bachelor's degree in Accounting, Finance, Business, or equivalent experience 1-3 years of related experience Ability to thrive in a busy, high-volume, deadline-oriented environment requiring coordination of multiple activities and the judgment and flexibility to prioritize competing requests. Effective organizational, analytical, problem solving, decision making, and time management skills
FLSA Status	Non- Exempt	Non- Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Financial Assistant III	Requisition or In-family Promotion from Financial Assistant IV	Requisition or In-family Promotion from Grant & Contract Specialist I