CLARK ATLANTA UNIVERSITY
Job Description

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<tr>
<th>Position Title:</th>
<th>Financial Coordinator, NSF INCLUDES Alliance: National Data Science Alliance (NDSA)</th>
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<tr>
<td>Department:</td>
<td>Department of Mathematical Sciences</td>
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<tr>
<td>Reports To:</td>
<td>Dr. Talitha Washington</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The financial coordinator will manage, monitor, and report on the expenditures for the NSF INCLUDES Alliance: National Data Science Alliance (NDSA); ensure that NDSA expenditures are in line with the spending plan approved by the National Science Foundation (NSF) for NDSA; interact collaboratively with all constituents to coordinate and support the management of expenditures including sub-awardees, consultants and other external constituents; oversee timely payments and ensure smooth transactions with CAU sub-awardees, consultants and external constituents; and serve as liaison with Research and Sponsored Programs, Grants and Contracts Accounting (GC&A) and Accounts Payable to ensure that NDSA operations work smoothly across the NDSA partners.

**Examples of Duties and Responsibilities:**

- Manage the financial expenditures of the NSF NDSA grant.
- Ensure that expenditures are aligned with NDSA requirements.
- Ensure that deadlines and milestones as outlined by NDSA are met.
- Ensure timely payments in accordance with NDSA.
- Monitor sub-awards to ensure that best practices are being met for sub-recipients and the audit requirements and use funds are in accordance with applicable laws, regulations, and terms of the award as outlined in Office of Management and Budget (OMB)Circulars.
- Verify that technical progress reports are being received and that work performed by sub-awardees is acceptable and conducted in a timely manner.
- Meet with the PI, Dr. Talitha Washington, and the NDSA leadership team at least quarterly to review technical performance reports or other specified deliverables are performed on a timely basis.
- Meet with PI, Dr. Talitha Washington, to review and authorize payment of invoices to verify the completeness and acceptability of work performed, and reasonableness of expenditures.
- Coordinate with Research and Sponsored Programs Office (RSP) to ensure cooperative agreement provisions flow downs to the subaward remain in compliance.
- Coordinate with Grants and Contracts Accounting (GC&A) to ensure cooperative agreement provisions flow downs to the subaward remain in compliance.
- Coordinate with Accounts Payable to ensure cooperative agreement provisions are performed as flow downs to the subaward and subawardees are reimbursed in a timely manner.
- Assist RSP and GC&A win monitoring Uniform Guidance compliance.
- Review sub-recipients' payment requests for evidence of PI authorization; recommend and perform on-site visits to sub-awardees if progress is inadequate according to NDSA standards.
- Other duties as assigned.
Knowledge, Skills and Abilities:

- 10+ years experience in assisting faculty members in managing large grants, contracts, or cooperative agreements and multi-institutional programs with subawardees.
- 10+ years in grant management; knowledge of legal and regulatory requirements to include OMB Circular; 10+ years working at an institution of higher education in grant management.
- To carry out their responsibilities, financial coordinators need to maintain knowledge of legal and regulatory requirements. Changes in Federal regulation, Uniform Guidance, and electronic grants management can all have a significant effect on this financial position and the management of the Cooperative Agreement. Therefore, financial managers need to remain well informed about the regulatory environments for their employers.

Minimum Hiring Standards:

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<tr>
<th>Education: BS or MS in Business</th>
<th>Bachelor’s or Master’s degree in a field such as accounting, finance, business administration or a related field.</th>
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<td>Years of Experience: 5+ years</td>
<td>5+ years demonstrated related to grant accounting and financial experience</td>
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<td>Years of Management/Supervisor Experience:</td>
<td>N/A</td>
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