



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Associate Director of Finance and Administration (ADFA), NSF Includes Alliance: National Data Science Alliance (NSF NDSA)
Department:	Department of Mathematical Sciences
Reports To:	Dr. Talitha Washington

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 ADFA directs and manages finances, operations, human resources, and administration to support the implementation of the strategic goals, strategies, and objectives of the NSF NDSA. The ADFA reports to the Director and Principal Investigator, works in partnership with the leadership team, and coordinates across the entire NSF NDSA team. The ADFA is a full time position.

Examples of Duties and Responsibilities:

- Directs the administrative and financial operations of the NSF NDSA which include responsibility and oversight of areas including accounting, purchasing, processing expenditures, reporting, tracking, and fiscal operations.
- Serves as part of the leadership team.
- Leads implementation of the overall NSF NDSA strategic and implementation plan and tracks all personnel.
- Tracks performance goals and measures of the overall NSF NDSA to evaluate the progress.
- Leads the reporting efforts as required by university or federal regulations.
- Assists the Director in formulating and implementing guidelines and procedures.
- Oversees the day-to-day operations and provides guidance and direction to the staff involved in NSF NDSA.
- Manages logistics for assigned areas of work, works with the leadership team to set up two staff meetings each year.
- Leads the implementation and planning of the national meeting in collaboration with the Backbone team.
- Responsible for ensuring all programs, activities, national meetings, and reporting comply with university and funding regulations.
- Manage the timely processing of the financial expenditures of the NSF NDSA grant.
- Ensure that all expenditures are aligned with requirements, deadlines, and milestones as outlined by NSF NDSA.
- Meet with the Director/PI at least monthly to provide a financial report that includes expenditures and the proposed budget.
- Verify that work performed by sub-awardees and vendors is in compliance with their statement of work and is of acceptable quality and conducted in a timely manner to achieve the strategies and objectives of NSF NDSA.
- Meet with the Director to review and verify the completeness and acceptability of work performed, and the reasonableness of expenditures.
- Coordinate with the Research and Sponsored Programs Office (RSP) to ensure cooperative agreement provisions are performed as flow-downs to the subaward.
- Recommend and perform on-site visits to sub-awardees if progress is inadequate according to NSF NDSA standards.

Knowledge, Skills and Abilities:

- Skilled in organizational management, a background in finance, a background in management and a track record in finances, human resources, and organizational development.
- 5+ years experience at an Institution of Higher Education in a leadership and grants management capacity.
- Experience in data science and with developing faculty in institutions of higher education is desired.
- Experience in grant management and knowledge of legal and regulatory requirements including OMB Circular.
- Knowledge of legal and regulatory university and federal requirements in grants management.
- Capacity for managing and leading people.
- Ability to connect to personnel and team members both individually and in large groups and the
- Capacity to enforce accountability and a strong commitment to follow through.
- Ability to think strategically, anticipate future consequences and trends, and incorporate them into planning and execution.
- Ability to think creatively about the implementation of goals, strategies, and objectives.

Minimum Hiring Standards:

Education: MS or PhD, or (BS with minimum of 5 years grants management experience)	Master’s, doctoral degree, or equivalent
Years of Experience: 5+ years	5+ Years in higher education leadership role with experience related to grant accounting, financial experience, operations, and management
Years of Management/Supervisor Experience:	None

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