

Post-Award Assistant

The Smith-Kettlewell Eye Research Institute in San Francisco is seeking a Post-Award Assistant. This position is available early 2022. Key aspects of the position include interfacing with the Senior Research Administrator; Principal Investigators and Accounting Staff.

Job Duties

- Provide post-award management for a variety of Research Grants.
- Work with Principal Investigators to ensure they are progressing with the project as outlined in the grant application and spending is also in line with the approved grant budget.
- Prepare Research Performance Progress Reports (RPPR's).
- Monitor funds, budget variances and expense reporting and projections.
- Act as primary liaison in monitoring and resolving of financial and payroll-related issues.
- Back pre-award functions and prepare grant application for new research proposals, renewals or fellowship awards as needed.
- Work on projects related to research grants.
- Perform other duties as assigned.

Qualifications

- B.S. or B.A. degree in Accounting, Finance or related field, required.
- In-depth knowledge of federal grants and contracts and applicable financial systems, as well as related applicable federal, state, local, sponsor policy requirements.
- Proficient with Microsoft Word, Excel, Outlook, and Microsoft Dynamics 365 Business Central.
- Working knowledge of online payroll processing systems.
- Ability to work independently.
- Creative problem-solving and strong organizational skills.
- Excellent communication and interpersonal skills.
- Meticulous attention to detail and punctuality.
- Professional, reliable and responsible, with a positive demeanor.

Experience

- 2+ years post-award experience.
- 2+ years accounting experience in a non-profit setting handling grants/contracts accounting from federal and private sources.
- 2+ years experience using financial accounting system Microsoft Dynamics 365 Business Central, strongly preferred.

- 2+ years experience in research administration or similar setting.

The position is full-time, exempt, and eligible for full benefits. Our generous benefits package includes medical, dental, vision, life insurance, flexible spending accounts, commuter and pension plan.

Please send cover letter and resume to jobs@ski.org.

The Smith-Kettlewell Eye Research Institute is an Equal Opportunity Employer. We comply with applicable laws ensuring equal employment opportunities to qualified individuals including applicants with a criminal history pursuant to the San Francisco Fair Chance Ordinance.