



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Grant Budget Specialist III
(EPSCoR)**

JOB ANNOUNCEMENT # RC-18-33

Application Deadline: Midnight, October 05, 2018

Send RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead.

Salary

Grade J, Step 1, \$14.94 per hour

Temporary, Full-time employee

Benefits: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, and maximum 3% match for 403(b) pre-tax account.

The position begins on **October 15, 2018** and ends on **July 31, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean's Circle House #4 (EPSCoR Office)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or related field
- One-year of related work experience or combination of technical training, and professional level of work experience;
- Demonstrated familiarity with financial management and program administrative functions.

PREFERRED QUALIFICATIONS:

- Demonstrated familiarity with financial management, procurement policies, and local and federal rules and regulations pertaining to grant financial administration.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of Microsoft Office applications and Datatel;
- Demonstrated proficiency in oral and written communication;
- Ability to organize and maintain project records and files;
- Ability to estimate costs, anticipate project budget requirements, and track spending;
- Must be familiar with local and federal rules and regulations pertaining to grant financial administration;
- Must understand budgeting, procurement, and general office administration; and
- At times must be willing to work a flexible schedule at hours other than 8:00AM to 5:00PM.

CHARACTER OF DUTIES:

- Review and prepare requisition submissions, abstract summaries and attachments to ensure compliance with RCUOG Procurement Policies and Procedures;
- Promptly prepare and submit direct payments, petty cash requests, purchase order amendments, and appropriate receipts and justifications;
- Prepare and submit receiving reports;
- Review for accuracy all incoming and outgoing invoices, payments, and financial documents;
- Prepare travel authorizations, make travel arrangements, and process travel clearance according to RCUOG policy;
- Collect time-sheets and submit appropriate documents to time-keeper;
- Maintain accurate and secure physical and digital project records and files;
- Organize and maintain project equipment and supply inventory according to relevant federal guidance;
- Monitor and analyze relevant project accounts, budgets, and spending patterns;
- Ensure project purchases and payments are in compliance with local, federal, and award specific rules and regulations; and
- Assist in annual project financial reporting and other administrative tasks as needed.

CLEARANCES

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.

