



109 Bee Street (151)
Charleston, SC 29401
Telephone: (843) 577-5011
www.charlestonresearchinstitute.org

Title: Post-award Specialist

Classification: Regular Full Time

Salary: \$18.00 - 21.00/hour

The **Post Award Specialist** works closely with the Executive Director on sponsored project and operational transactions and activities. The primary purpose of the position is to manage the activities for industry sponsored clinical research projects:

- Expenditure and revenue recording and monitoring of sponsored project budgets.
- Assist with administrative tasks such as file management duties (to include but not limited to filing, archiving, purging, etc.).
- Preparing complex financial reports, adjustments, and corrections in assigned project budgets.
- Reviews expenses and financial reports on a monthly, quarterly, and other scheduled basis as defined.
- Verify the accuracy of expenditures; and if needed, process the appropriate corrective actions.
- Reviews and reconciles accounts payable, accounts receivables, check register, and credit card transactions on a monthly basis.
- Manages payroll processing system including timekeeping and payroll reports.
- Participates in and supports special project initiatives as needed by performing general administrative and support functions.
- Participates and assists with the coordination of site visits.
- Maintains a thorough knowledge of board-approved organizational accounting and purchasing policies and procedures.
- Work requires the exercise of considerable judgment to ensure that transactions are in accordance with policies, procedures and regulations.
- Assist with providing office support and related administrative functions as needed. Extensive interactions with study coordinators and investigators.
- Assist Executive Director as needed on a variety of ad hoc projects and tasks.

Minimum Experience/Education

- Authorized to work in the U.S. and pass a federal background check.
- High School Diploma or equivalency and one year of experience in accounting work; or equivalent combination of training and experience.

Preferred Experience, Skills, Training/Education

- Basic knowledge of generally accepted accounting principles (GAAP) and practices; understanding of financial audit requirements and knowledge of fund accounting.
- Experience working in a not-for-profit organization or research administration a plus.

“Facilitating the research mission of the Veterans Administration through the support of research activities at Ralph H. Johnson VA Medical Center.”

- Must be highly skilled and experienced in Word, Excel, Adobe Acrobat, and Quickbooks or other similar financial applications.
- Ability to interpret and apply complete fiscal regulations to analyze and correct accounting and financial problems and errors; ability to make changes in the accounting system and procedures; ability to establish effective working relationships with business and program personnel.
- Knowledgeable of sponsored research process and procedures, as well as experienced in pre-award and closeout process for sponsored research.
- Excellent written and verbal communication skills. Must have excellent leadership, organizational, and problem-solving skills.
- Must be able to work independently and be able to multi-task.

To apply for this position, please send a resume and cover letter to Brittany Baber at brittany@chsri.org
