DMIP Financial and Research Project Manager - Foothills Location

This position is in the Department of Microbiology, Immunology & Pathology and requires organizational skills, attention to detail, and the ability to learn quickly. It also requires excellent interpersonal skills, including ability to work with individuals, groups, and staff. The individual in this position will work as part of a fiscal management team across the department’s main locations (on campus locations in Pathology and Microbiology, as well as Immunology at Foothills Campus (FHC)) and must possess a strong work ethic and commitment to a quality work product and environment. In addition, the candidate must be a proactive self-starter and have the ability to prioritize and deal with interruptions. The individual in this position will report directly to DMIP Business Officer.

Accounting and Sponsored Project Management job duties include:

1. Management of DMIP research project budgets including federal grant funding (NIH, NSF, USDA) and private sponsors, and state/university and other support.
2. Provide the Principal Investigators (PIs) and other key stakeholders, as requested, periodic (e.g., monthly, quarterly or as needed) analyses of expenditures and status of the overall financial health of the research projects.
3. Provide financial projections for IDC return and advise PIs regarding internal funding opportunities provided by the department; such as, bridge/seed/graduate bridge/travel awards, the college; such as, CRC, CCTSI or other awards, and/or the VPR Office; such as quarterly funding opportunities, etc.
4. Manage and track start-up accounts for new faculty to ensure funds are expended in a timely and appropriate fashion.
5. Manage associated indirect cost recovery PI accounts, facility accounts, recharge and general operations accounts, and appropriated accounts. Oversee billing and invoicing processes. Develop and write business plans as required. Monitor accounts for appropriate spending and compliance with CSU and State of Colorado fiscal policies.
6. Complete staffing and monitor effort on sponsored projects to ensure compliance with sponsor guidelines.

The DMIP Financial and Research Project Manager – Foothills Location will also work on pre-Award management to:

- Assist in research proposal preparation. Interpret and apply principles, rules, regulations, policies, precedents or other guidelines specific to the assigned research project(s) and its sponsor to resolve problems, answer questions and provide information and advice on technical or administrative project issues.

The DMIP Financial Research Project Manager – Foothills Location will supervise and manage the Foothills Campus team, composed of financial (admin pro) and administrative support staff (state classified). For more details about this job duty, please visit the complete position details.

For complete position details and to apply, please go to https://jobs.colostate.edu/postings/56186.

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.