

## **Position Title:** Fiscal Officer for Research and Sponsored Activities

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### **Job Description:**

#### Position Overview:

Working closely with faculty, PIs, support and administrative staff involved in research administration activities, the Fiscal Officer will administer and manage the entire sponsored research portfolio of the Department, including all pre- and post-award activities through closeout. The FO will design and implement a robust research administration program that provides proactive support for all research activities, including proposal submission and grant administration; training faculty, staff, students and postdocs; assisting PIs in identifying funding opportunities; providing customized projections and other financial reports to assist PIs in effectively deploying grant resources; and ensuring compliance with all policies and guidelines.

#### **Principal Duties and Responsibilities:**

- Manage the day-to-day administration of the department's sponsored research and activities portfolio for 30+ faculty and PI's;
- Pre-award: work with PIs to submit grant proposals through MIT's RAS, and using various award submission mechanisms (e.g. sponsor-specific portals); develop research budgets and administrative content, and ensure timely submission;
- Post-award: track/monitor the financial performance of grants and contracts; provide monthly financial updates, including projections and indications of over- or underspending; manage cost-sharing requirements and ensure obligations are met; manage subawards; track under-recovery; implement no cost extensions, revised budgets, closeouts, personnel effort distributions, etc.;
- Oversee ongoing sponsored research activities to ensure compliance with sponsor requirements, agency and award terms and conditions, and MIT policy;
- Act as principal liaison with RAS, OGC and OFR personnel as needed during full life cycle of grants and contracts; serve as principal resource for interpreting MIT, agency/sponsor, and/or grant-specific policies to ensure compliance during all phases of the pre- and post-award periods;
- Act as principal liaison with RSO personnel for gifts that are supporting faculty research activities;
- Develop and implement the Department's accounting and financial management infrastructure for all sponsored activity; create, enhance, and employ mechanisms and controls to ensure compliance with policies and procedures;
- Perform analyses and make recommendations to the AO for upgrades/improvements to processes and procedures;
- Work with AO to establish and conduct regular mini-audits of the Department's internal Labs (e.g. CoLab, SCL) to ensure compliance with MIT's policies and procedures;
- Offer one-on-one training and periodic group training workshops to interested faculty, PhD students and postdocs, focusing on the fundamentals of submitting

- research proposals (e.g. reading and interpreting RFPs, developing realistic budgets based on proposed activities, etc.);
- Provide training regarding sponsor and award-specific financial and reporting requirements and best practices;
  - Serve as the Department's Key Administrative Contact for Postdoctoral Scholars; lead activities to create a cohesive cohort of postdocs; develop and deliver proposal/research management training sessions to Postdocs as part of their mentoring plan;
  - Develop and maintain relationships with a variety of departments and centralized offices at multiple institutions to facilitate financial activities for current and new initiatives;
  - Other responsibilities and duties as needed and assigned.
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### **Minimum Qualifications:**

Bachelor's degree required, plus a minimum of five years of relevant experience in accounting or finance. Experience with federal, non-federal grants and contracts, and/or financial administration in a nonprofit organization highly desired. Proficiency with Microsoft Office suite, a strong customer service orientation, excellent organizational skills, attention to detail, and the ability to work independently required. Must possess excellent communication skills and enjoy working in a challenging environment with people at all levels. Knowledge of enterprise financial systems, grants management tools, and multidimensional databases a plus.

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