Position Summary

Senior Finance and Grants Manager

Purpose

Under the direction of the CIBMTR Administrator, responsible for performing complex financial and business-related budgeting, data manipulation and forecast preparation for the CIBMTR (Center for International Blood and Marrow Transplant Research). Apply results of analysis to guide CIBMTR Senior Leadership in support of the research operations through extramural grant funding, internal funding and subcontracts. Provide operational leadership of the Finance and Grants team by seeking and achieving continuous development of staff and system enhancement, processes and work product.

Primary Functions

• Oversees day-to-day operations and analytical functions of the CIBMTR finance team.
  o Lead and coordinate with Financial Analyst to support CIBMTR and MCW budget processes, including annual budget forecasts and reconciliation in relation to corporate contracts and federal grants. Monitor research accounts to assure budgets are accurate, and faculty effort is appropriately charged.
  o Develop, generate and maintain monthly financial reporting to CIBMTR Leadership by project and funding source, including statistical reports for internal and external distribution. Research variances and provide insight as to why they are occurring. Apply results of analysis of multiple complex reports to produce recommendations for management and various stakeholders.
  o Develop budget and cash flow summaries for research protocols and grant applications while monitoring and tracking expenses to assist principal investigators in managing financial and administrative related operations.

• Oversee research administrative operations of the grants team, including grant applications, post-award management and account close out.
  o In collaboration with Senior Grant Operations Coordinator, oversee the development and submission of new grant budgets and applications. Prepare budgets as necessary for federal grant renewals.
  o Accountable for the preparation, review and monitoring of CIBMTR grant budgets to ensure resources meet grant objections, including revenue and expense projections.
  o Communicate regularly with funding agencies and partner organizations regarding invoicing, payments, business processes, and other accounting related functions.
• **Under the direction of the CIBMTR Administrator**, ensure that finance staff meets quality, accuracy, and timeliness performance standards poise the CIBMTR for innovation through appropriate selection, training, development, performance management, promotion opportunities, and work scheduling.
  o Implement efficient business processes and evaluate business controls by performing reviews and documenting work product timeliness and accuracy to ensure quality and compliance with Sponsored Programs and CIBMTR policies as well as external regulations.
  o Build strong working relationships and lines of communication with Sponsored Programs, Grants and Contracts Office and the Department of Medicine research operations team.
  o Develop, implement, and maintain comprehensive databases and files related to CIBMTR grants.
• Supervise Financial Analyst and Sr Grants Coordinator, evaluate performance, and participate in recruitment of finance team staff.
• Resolve complex transactions, address new issues, and complete special projects related to CIBMTR financial operations.
• Demonstrate proficiency and knowledge of MCW financial policy and systems.

**Knowledge – Skills – Abilities**

Knowledge of technical, business, consultation, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills.

**Organizational Structure**

Building: Clinical Cancer Center
Department: CIBMTR (Center for International Blood and Marrow Transplant Research)
Division: CIBMTR (Center for International Blood and Marrow Transplant Research)
Reports to (Title): CIBMTR Administrator
Direct Reports (Titles): Financial Analyst and Senior Grant Operations Coordinator

Collaborates with (Titles): Scientific Directors, CIBMTR MCW Operational Directors. Department of Medicine Finance and Grants staff.

**Specifications**

*Appropriate education and/or experience may be substituted on equivalent basis*

Minimum Required Education: Bachelor’s degree
Minimum Required Experience: 8 years
Preferred Education: Bachelor’s degree in Accounting, Finance, Business, or related field.
Preferred Experience: Grant and/or financial operations team leadership.

Field: Accounting, Finance, Business, or related field.

Certification:

**Classification**

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**Job Scope**

*Complexity* – requires sound judgment; leads difficult and involved planning of initiatives

*Impact* – errors may result in extensive damage; constant attention to accuracy required

*Autonomy* – individual responsible for completion of work; seeks supervision as appropriate

*Communication* – involved in frequent conflict resolution; communicates with senior leaders

*Responsibility* – influences others

*Confidentiality* – confidential information used frequently to make decisions

*Leadership* – prioritizes work of others or may provide supervision

**Physical Requirements**

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

**Risk Potential**

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

**Sensory Acuity**

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

**Work Environment**

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.
Performance Dimensions

Collegiality
Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity
Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Education and Development
Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment
Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship
Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

Disclaimers

Background Check
Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and/or driving record check.
Equal Opportunity Employer
The Medical College of Wisconsin (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Diversity and Inclusion
The Medical College of Wisconsin (MCW) is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realize our vision of a healthier world, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into MCW's functioning, strategies and culture to create a diverse and equitable workplace. If you believe embracing individuality and working together makes us stronger, then MCW is the place for you. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

Confidentiality
Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness
This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.