OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Fiscal & Grants Assistant
Department Name	Radiology
Job Location	UDB Suite 440
Pay Rate	$9.19 - $18.29
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Helen Powell
Phone Number	206-543-6059
Email Address	hp@uw.edu
Website	http://www.rad.washington.edu/
Box Number	354807

Nature of Organization

The Radiology Grants Administration office is responsible for facilitating the submission of research grants and contracts, processing awards, and managing funds and cost share for a variety of projects.

Duties and Responsibilities

-Maintain an Excel-based recordkeeping system for recording budget transactions; reconcile budget activity reports including matching source documents to posted transactions, verify accuracy; notify Budget Fiscal Analysts (BFA) of any projected or actual over- or under-expenditures and of projected unexpended balances
-Assist with the maintenance of the Radiology Grants Administration Access database by updating data and notifying manager and BFAs of inconsistencies or missing data; Run reports from database as needed
-Compose correspondences & prepare reports as necessary
-Copying, faxing, mail sorting, ordering office supplies as necessary, and perform other duties as assigned

Minimum Qualifications

Individual must thrive in a fast-paced, detail-oriented environment where strong organizational skills and thoughtful problem-solving are highly valued.
-intermediate to advanced Excel skills
-strong keyboarding
-experience with Access

Educational Benefits
This is an excellent opportunity for hands-on accounting and database experience in the field of grants administration.
How to Apply
Please contact Helen Powell, Manager of Radiology Grants & Contracts, at 206-543-6059 or hp@uw.edu.

Job Number: RADI07 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open