



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

Dear Colleague Letter - Senior Grant Accountant - Division of Financial Management (DFM)

Date: March 5, 2009

Division of Financial Management
Office of Budget, Finance and Awards Management
Senior Grant Accountant Position
Employment Opportunity – Dear Colleague Letter

Dear Colleague:

The Office of Budget, Finance and Awards Management (BFA), Division of Financial Management (DFM) of the National Science Foundation (NSF) announces an opportunity for an individual, with demonstrated experience in grant financial management to assist DFM's Grantee Cash Management Section (GCMS) in strengthening NSF's capabilities in grant financial monitoring and coordinating with the grantee community.

GCMS has the primary responsibility for carrying out NSF's grantee cash management and financial reporting requirements. Additionally GCMS conducts project management activities for the NSF FastLane Financial Functions and Research.gov. The incumbent will work closely with BFA staff, NSF Program Managers and other NSF staff responsible for the management and oversight of NSF programs. Additionally the incumbent will be responsible for advising NSF staff and NSF awardees on the financial requirements of NSF awards. Duties will include:

- Analyze financial reports received from recipient organizations and provide guidance regarding the resolution of differences and other problems.
- Analyze the effect of the various payment methods i.e. ACH, FedWire, and Check and advice or recommend changes to the GCMS Section Head on the most efficient method to use in assisting recipients in obtaining Federal funds.
- Assists with the training of lower grade accountants within the section, other NSF divisions, and grant recipients using FastLane.
- Assists in resolving more difficult and novel accounting and financial management problems in addition to complex technical and managerial problems. Consults with the GCMS Section Head and CMB Chief to resolve daily operational problems in order to make operations more efficient and accounting and financial reports more responsive to grantee users. Assists the DFM Financial Systems Branch regarding issues or changes to the NFS financial systems in the grant payment area.
- Maintains liaison with the Division of Grants and Agreements, NSF Program Offices, and grant recipients in all matters involving payment and financial reporting activities of the section.
- Acts as liaison with Treasury, and grant recipient organizations in resolution of problems associated with FedWire, ACH and check funds transfer mechanisms.
- Reviews the impact of systems changes/enhancements. When new computer programs/enhancements are implemented, evaluates their effect on the total system.

Where new reports are needed to control the financial data, assists in the development and design of these reports by defining essential needs to support the control/coordination/audit functions. Consults with the GCMS Section Head or CMB Chief to resolve any problems or impact of the system changes to the data base.

- Makes on-site visits to grant recipient institutions to advise and coordinate the fiscal aspects of the various grant programs financed through NSF , thereby maintaining liaison with NSF management officials having direct interface with recipient organizations.

This position is a term appointment under the Intergovernmental Personnel Act (IPA) for two years with a possibility of renewal for a third year. Depending on circumstances, this position could also be filled through an inter-agency detail. Periodically rotating individuals with grant financial management experience into NSF is intended to bring fresh insights that will synergistically strengthen NSF's administrative partnership with the research community in fostering the planning, management and monitoring of research grant activities. It will also help to ensure that NSF's oversight practices are in line with the best available procedures and practices utilized by the research community.

Qualification requirements include that Applicants should have a degree in a field of business or equivalent training, as well as broad knowledge in financial management, accounting, or business management and five years or more of experience in a position entailing management responsibility for either grant accounting or financial management activities.

Senior Grant Accountant position recruited under this announcement will be filled under the **Intergovernmental Personnel Act (IPA) Assignment**. Under the provisions of the Intergovernmental Personnel Act, assignees remain on the payroll of his/her home institution and the home institution will continue to administer pay and benefits. NSF will reimburse the home institution for NSF's negotiated share of the cost of the assignment. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations.

For additional information about NSF's IPA assignments, please visit our website at http://www.nsf.gov/about/career_opps/rotators/ipa.jsp

The desired starting date for the position is negotiable. Applicant should send a letter of interest and vitae, no later than May 29, 2009 to:

John Lynskey, Deputy Director
Division of Financial Management
Office of Budget, Finance, and Award Management
National Science Foundation
4201 Wilson Blvd., Suite 405N
Arlington, VA 22230
Phone: 703-292-8280
Fax: 703-292-9005
E-mail: jlynskey@nsf.gov

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