

IBG Director of Finance and Administration (DFA) Job Duties
Revised Oct 22, 2024

Management (40%) – Coordinates and supervises administrative and research activities of IBG as delegated by the Director. This includes:

- **Manage and supervise all administrative staff.** This currently consists of 3.5 University Staff positions.
- Work with the Grant Management Specialist and faculty and research personnel to **ensure their research budgets are in order** and their expenditures allocated appropriately.
- Work with the Research and Space Committee to oversee **Institute construction and remodeling projects.**
- **Coordinate financial and compliance aspects of events held at IBG,** including IBG's Orientation and Poster Day and Mini-Conference events, Employee Appreciation events, weekly IBG journal Club and monthly First Friday Talks, student and faculty recruitment visits.
- As the delegated IBG hiring authority, coordinate with the Graduate School, Human Resources, RIO and Labor Relations in **resolving personnel issues and disputes.**
- **Oversee all IBG grant applications.** This includes meeting with applicants, working out an appropriate timeline with the coordination team and the Office of Contracts and Grants (OCG); providing guidance related to NIH and other federal policies and sponsors covering various grant mechanisms; and providing budgetary guidance in the preparation of proposal budgets.
- Recommend and **establish internal policies and procedures** in accordance with University and funding agency guidelines. Provide support and counsel to the Director to establish Institute policies with long range implications considered.

Fiduciary (40%):

- Has delegated **full signature authority for all fiduciary, administrative and research functions** without prior approval by the Director. This includes: authorizing all petty cash withdrawals for subject payments as well as other types of subject payments; authorizing travel for all IBG employees and invited visitors; Authorizes At Risk spending accounts for funded sponsored projects to allow research continuity
- Serve as **Director of Finance for IBG.** This includes exercising independence in the transfer of funds among IBG general funds, auxiliary and plant funds as needed; includes responsibility for all temporary and continuing budgets and the continuous oversight of all sponsored projects budgets to ensure compliance.
- **Keep track of grant budgets** (work with GMS to decide who will be responsible for which grants):
 - Regularly review and track expenditures against the approved budget to ensure funds are being spent appropriately using CU financial reports and IBG shadow reports (in the O Drive).
 - Meet regularly with PIs (as agreed with by PIs) to provide project financial reports.

- **Manage all general, auxiliary, and gift fund speedtypes.** This includes planning for payroll allocations.
- **Provide financial oversight of the IBG training program.** This includes strategic planning of training grant expenditures and training program supplementation.
- Serve as approving authority for procurement cards and primary purchaser for **large dollar requisitions.** Provides guidance as purchasing authority for the Institute.
- Prepare university budgets, as well as other statistical and **financial reports,** for local, state and federal agencies.
- Serve as the **liaison between IBG and CCO, RIO, HR, and OCG** for administrative reports and communications.
- Coordinate with OCG and the DFA the **transfer of sponsored projects** when a PI transfers to or from the University of Colorado.

Leadership (20%)

- Contribute to the development of **strategic goals and objectives** by participating in short- and long-range planning. This includes advising the Director of short-term needs (as outlined in our yearly budget requests), as well as supporting long-range plans for IBG.
- Provide **support and counsel to the Director** to establish Institute policies with long range implications considered.