

BUDGET ANALYST

INTRODUCTION:

The Tampa VA Research and Education Foundation (TVAREF) was established in 1997 and is registered in the State of Florida as a 501(c)(3) non-profit corporation. It is part of the network of US Department of Veteran Affairs (VA) non-profit corporations created for the purpose of providing fiduciary and administrative oversight for extramural research projects. Our mission is to provide a more efficient mechanism for private and non-VA funding of veteran-focused research related activities and education, which may include federal grants, pharmaceutical clinical trials, health foundations and other industry sponsors for the James A. Haley Veterans' Hospital (JAHVH), Tampa, Florida. Gross revenue for 2022 was \$3,200,000.

KEY RESPONSIBILITIES:

- Review and analyze pre-award and post-award federal and non-federal funding guidelines.
- Administer policies and procedures in accordance with state, federal and organizational guidelines.
- Implement and monitor systems of checks and balances consistent with standard accounting practices.
- Develop and prepare reports for management and regulatory agencies. Brings instances of non-compliance to the attention of the Executive Director.
- Complete grant proposal and Cooperative Research and Development Agreement (CRADA) budget reviews.
- Assist Principal Investigator (PI) and research team with completing appropriate budget for projects by verifying VA salaries and fringe with Tampa Research Service budget personnel.
- Submit all CRADA invoices to Industry Sponsor for payment in a timely fashion and follow up with Sponsor to guarantee contractual payments have been processed and received.
- Send out Principal Investigator (PI) account statements quarterly or as requested.
- Complete monthly bank and credit card reconciliations.
- Review and complete subcontract agreements in preparation for Executive Director signature.
- Distribute all fully executed contracts, subcontracts, and modifications to Principal Investigators, Project Managers and TVAREF Executive staff.
- Submits all Greenphire ClinCard requests through the online system. Monitors and distributes ClinCards to project staff as needed.
- Assists with annual financial audit as needed.

- Reviews all FARS contracts to determine terms and conditions as well as project deliverables to be met.
- Makes travel arrangements for subjects on specific projects.
- Reviews all travel reimbursement requests.
- Initiates Memoranda of Understanding (MOU) between TVAREF and the Tampa VA for quarterly staff salary / fringe reimbursements per fiscal year.
- Reviews Inter-Personnel Agreements (IPA) between TVAREF and the Tampa VA to ensure that staff salaries and effort expended on VA funded research grants is accurate. Gathers attestation documentation from Tampa VA research budget staff. Prepares and submits quarterly IPA documentation in the federal Tungsten Reporting system.
- Completes annual RDIS report for Tampa VA research service listing all TVAREF active project income per fiscal year.
- Assists with the submission of potential hiring candidates through Indeed.
- Assists with creating presentations using online Canva system.
- Assists with inputting grant and CRADA budget information into the ROGUE Clinical Trial Management System (CTMS).
- Conducts annual review of TVAREF policies and procedures to determine if updated language is needed.
- Maintains TVAREF social media sites along with office website.
- Analyze potential risks that contract changes may pose to the organization.
- Maintain accurate well-organized contract files (paper and electronic).
- Performs other related duties as assigned.

ACCOUNTABILITY: Reports directly to the TVAREF Executive Director.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in accounting, finance, business, or related field is required.
- Three (3) to five (5) years' experience in research finance administration, including budget preparation and management related to complex grants and contracts.
- Direct experience with US Dept of Veterans affairs preferred.
- Experience with Clinical Trial management preferred.
- VA non-profit research experiences preferred.
- The candidate must be proficient utilizing Microsoft Office (including Outlook Word, Excel, etc.).
- This position requires a Background Check and ability to obtain U.S. Government Clearance.

BENEFITS:

A competitive benefits package including medical, vision, and dental coverage, life insurance, retirement savings plan and paid leave is available.

Please address inquiries to:

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