



Project Controls Specialist

Position Announcement

The National Strategic Research Institute (NSRI) at the University of Nebraska is seeking applications for a qualified Project Controls Specialist (PCS). This position is under the direction of the Accounting and Finance Manager and is responsible for accounting and finance and project control support to all business areas, including, but not limited to accounts payable/accounts receivable, general ledger accounting, account reconciliations and project/program management. Duties include preparing and monitoring budgets, monitoring expenses and working financial issues with University, Government and other sponsors. Varying and complex responsibilities are performed in a high-visibility, fast-paced environment to ensure accomplishment of NSRI's overall mission.

National Strategic Research Institute Profile:

NSRI is a non-profit IRS 501c(3) supporting organization of the University of Nebraska, established in 2012 to operate one of only 14 Department of Defense (DoD) University Affiliated Research Centers (UARC)s in the nation. NSRI is engaged in a long-term, strategic partnership with our DoD sponsor, United States Strategic Command (USSTRATCOM). NSRI provides essential research, development and support for USSTRATCOM, other DoD components and federal agencies focused on established research core competencies, including Nuclear Detection and Forensics, Detection of Chemical and Biological Weapons, Active and Passive Defense against Weapons of Mass Destruction, Consequence Management, and Mission Related Research. NSRI receives funding from project sponsors through contracts generated from our sole-source, Indefinite Delivery Indefinite Quantity contract with USSTRATCOM, as well as other direct contract vehicles and grants.

Website: <https://nsri.nebraska.edu>

Applicants should note:

This is a full-time 1.0 FTE position based in the NSRI Headquarters located in the Scott Technology Center at 6825 Pine Street, Omaha, Nebraska 68106. You will be expected to work mainly in an office environment, although fully qualified employees may have the opportunity for partial and/or periodic remote work, at the discretion of NSRI management. You may be required to periodically work at NSRI's offices in Lincoln, Nebraska on the Nebraska Innovation Campus.

Compensation: This is a managerial/professional position that is considered salaried/exempt. Salary will be commensurate with Experience and Contributing Attributes, with \$60,000/year as the minimum.

Benefits: NSRI employees receive University of Nebraska-like benefits, per underlying service agreements, to include paid vacation and sick leave; insurance options; and a retirement program. NSRI also currently observes twelve (12) paid holidays each year.

Applicants accepting a job offer must pass a background check and a drug test prior to starting in the position.



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Job Responsibilities: Responsibilities listed below is not an exclusive statement of duties & responsibilities. Employees may be required to perform other job-related activities as requested.

PCS key responsibilities include, but are not limited to, accomplishing the following activities:

- Support and coordinate project management through analytical, problem solving and decision - making skills.
- Assist with NSRI cost accounting system management using Deltek Costpoint software application.
- Oversee and report performance and progress through analytical techniques to validate cost and performance.
- Develop budgets and schedules to conform to project requirements.
- Assist in the management of NSRI post-award accounting and government invoicing.
- Assist in developing and maintaining various financial reports for the Government and NSRI executive staff.
- Generate purchase requests/orders and vendor paperwork, ensuring proper approvals are received.
- Process invoices for payment, including verifying required supporting documentation.
- Liaison with Government representatives in reconciling invoices and resolving payment.
- Support monthly financial projections by analyzing consultant, employee and subcontract labor.
- Assist in creating new vendors in cost accounting system, obtain W-9 form from new vendors and assist with issuing Form 1099s each year.
- Reconcile month end accounts and ensure financial transactions are in compliance with NSRI and University of Nebraska rules and regulations, as well as State and Federal laws.
- Comply with records retention policies and procedures.
- Assist in responding to audits and related matters.
- Advise management concerning policies and procedures related to finance and budget; provide guidance in the resolution of cost accounting issues.
- Conduct research and make requests for information, compile and coordinate internal and external information on a variety of business, operational and administrative topics.
- Initiate and compose original and sensitive correspondence, memoranda and reports for management, the Board of Directors and University of Nebraska Office of the President.
- Track suspense and assist in the completion of required actions from routine internal and Board of Director's meetings.
- Manage complex and often confidential financial information; determine retention/destruction status of documents following applicable federal, state, University of Nebraska, NSRI and contractual guidelines.
- Directly interface and provide periodic backup to and administrative support for other members of the NSRI headquarters support staff as required.
- Other duties and responsibilities as assigned



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Required Qualifications:

- Bachelor's degree in Business Administration and a minimum of five years progressively increasing experience in accounting and financial reporting, which includes mastery of General Ledger, Accounts Payable and Receivable accounting practices and procedures. Significant and directly applicable work experience and training may be considered in lieu of a degree.
- Demonstrated proficiency in word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other business-related software applications.
- Demonstrated proficiency working with financial and accounting applications.
- Demonstrated experience coordinating and leading administrative projects; demonstrated analytical, problem-solving, and decision-making skills necessary to independently identify and recommend appropriate actions and solutions to financial issues.

Preferred Experience:

- Master's degree in Business Administration or related field
- Project Controls/Project Management certification(s) are desirable
- Experience working with higher education and government accounting.
- Experience working with defense contractors and federal government contracts.
- Experience working with Deltek Costpoint (<https://www.deltek.com/en/products/project-erp/costpoint>) software application.

Security-Related Information:

NSRI is a DoD-designated UARC that performs sensitive and sometimes classified research for DoD and other federal government entities. Because of this relationship with the Federal Government and access to sensitive information and systems, all NSRI employees must be U.S. Citizens. NSRI employees are also subject to random drug screening during their employment.

Ideal candidates will exhibit the following attributes and personality traits:

- Strong experience with cost analysis, budget management, accrual accounting, and procurement practices and procedures.
- Ability to be a self-starter comfortable with attention to detail.
- Be collaborative and team-oriented with the ability to work independently, exercise sound judgment to seek input from others when necessary.
- Strong communication skills to effectively interact with management, employees, vendors and external partners.
- Comprehension and knowledge of corporate-level business, operations and organization.
- Advanced organizational skills and the ability to prioritize multiple and complex tasks and work effectively in a fast-paced environment, with short deadlines and frequent interruptions.
- Ability to handle sensitive and confidential financial matters with tact and discretion.
- Advanced problem-solving and decision-making skills necessary to independently recommend appropriate actions and solutions.



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How to Apply:

Application review begins February 10, 2022 and continues until position is filled.

Applications processed through the on-line job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Applicant Profile and supplemental questions. Along with your application, attach a cover letter, resume, and the names, relationship to you and contact information for at least three professional references.

Direct questions to: (402) 559-1838 or hr@nsri.nebraskaresearch.gov

Questions about the on-line application process should be directed to (402) 472-3701 or humanresources@nebraska.edu.

As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation.