Position Summary

The W.E. Upjohn Institute for Employment Research is seeking a Grants and Contracts Monitor. The Grants & Contracts Monitor is responsible for internal and external monitoring of the Employment Management Services Division subcontractors, grants and contracts to ensure financial compliance. This position also reconciles all balance sheet accounts to verify accuracy of the statement of financial position.

Duties involve providing monitoring site visits to office locations within Kalamazoo and Battle Creek, as well as completing compliance reports. Monitoring includes examining accounting records, internal controls and adherence to written policies and procedures. The incumbent is responsible for assisting program staff on matters related to accounting policies and internal controls.

Position Requirements

Associate degree in related field and a minimum of three years of experience in auditing or grant monitoring or five years of experience in lieu of a degree required. Bachelor's degree preferred. Qualified applicants must possess knowledge of accounting concepts and internal controls. Must be able to provide exceptional customer service to employees, funding agencies and subcontractors. Experience with federal and state contracts preferred. Reliable transportation required to perform site visits.

About the Upjohn Institute

Since 1932, the Upjohn Institute has functioned as one of the world’s leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the Employment Management Services Division, the administrative arm of local workforce development programs. The Institute offers a competitive salary and generous benefit package.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

Applicants please submit resume and letter of interest to hr@upjohn.org. This position is open until filled.