



**Grants and Contracts Finance Administrator**  
**Falmouth, Massachusetts Onsite, Hybrid or Remote**  
[Link to Apply](#)

**Mission:**

Woodwell Climate Research Center (Woodwell Climate) conducts science for solutions at the nexus of climate, people, and nature. We partner with leaders and communities for just meaningful impact to address the climate crisis.

Woodwell Climate is a rapidly growing, top-ranked, independent non-profit climate research institute whose mission is to advance science-based climate policies through scientific research and outreach. Our world-leading research and impact helps individuals, organizations, corporations, communities, and nations understand the realities of climate change, recognize the impact on our planet, and embrace the urgent action needed to safeguard the future of life on Earth.

**Summary :**

Join Woodwell's Grants and Contracts Finance (GCF) team as a Grants and Contracts Finance Administrator. In this role you will have strategic growth and scalability, portfolio stewardship, compliance and regulatory lead and research lead.

**Responsibilities include but not limited:**

- **Strategic Growth & Scalability:** Partner with leadership to support the Center's strategic expansion by maintaining rigorous financial controls and scalable post-award processes
  - Set-up new grants, projects and sub-awards in accounting system
  - Review pre-award budgets and monitor post-award budgets in collaboration with Principal Investigators and scientists
  - Ensure that as our funding grows, our financial integrity and reporting capabilities grow with it
- **Portfolio Stewardship:** Oversee the post-award financial health of an assigned researcher portfolio, ensuring fiscal alignment for a center-wide program expense base of \$28M+
  - Administer kickoffs, implementation financial oversight, closeouts, and troubleshooting
  - Assist with SEFA and annual audits
  - Provide support to PIs in transition to new technologies and grant process and policies
- **Compliance & Regulatory Lead:** Apply 2 CFR 200 (Uniform Guidance) and agency-specific supplements (NASA, NSF, DOE) to complex financial transactions, ensuring our \$5.5M+ federal funding remains audit-ready and compliant

- **Researcher Liaison:** Act as a dedicated financial guide for our science Research staff and Principal Investigators. You will translate complex financial data and compliance requirements into actionable, accurate financial reports through monthly and quarterly reviews
  - Collaborate with the Sponsored Research Office (SRO) and the Foundation Relations (FR) to execute quarterly meetings with PIs
  - Review project financials monthly and flag red flags to SRO and the PIs
  - Manage and process award and project financial documents, including contracts, agreements, fee-for-service in digital filing system
- **Lifecycle Management:** Partner with SRO to orchestrate budget revisions, modifications; and lead on project invoicing, ensuring seamless and timely closeouts
- **Sub-award Financial Coordination:** Support SRO in the financial oversight of our \$6M+ sub-award portfolio, verifying that subrecipients meet all federal regulations, and reporting requirements
- **Audit Integrity:** Maintain a meticulous digital filing system (Arcadia) to support annual audits, desk reviews, and internal controls safeguarding WCRC's unmodified audit status

**Must have the following Knowledge, Skills and Abilities:**

- Experience in a nonprofit research organization or academic research institution
- Research Administration or Grant Accounting or Finance knowledge and understand the nuances of non-profit or research administration environments
- Regulatory knowledge with demonstrated command of federal Uniform Guidance (2 CFR 200) and specific agency supplements (NSF/NASA/DOE to name a few)
- Analytical intuition and ability to read complex contracts to quickly extract reporting, invoicing, and compliance requirements
- Advanced Excel user (Pivot Tables and V-Lookups) and have deep proficiency with financial software Sage Intacct
- Adaptable and ready to master new eRA systems like InfoEd
- Must be detail-oriented and proactive, manage work and thrive in forecasting to minimize deadline pressure
- Extensive experience with budgeting, and financial analysis and reporting
- Extensive experience collaborating with Principal Investigators, Postgraduate and research scientists
- Must be detail-oriented, with the ability to manage multiple projects while working under deadlines during peak times of the year
- Work effectively as an independent problem-solver who knows when to ask the right questions
- Ability to work east coast hours

**Qualifications:**

- 2+ years of professional relevant experience, preferably in non-profit
- Bachelors in Public Administration, Business Administration, Finance, Accounting or related field; or an equivalent combination of education and experience will be considered

**Work Environment:**

The functions of this role are conducted indoors

**Hours of Work:**

- This role is paid on a salary basis.
- Typically, full-time employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean weekend hours and/or hours beyond 40 per week.

**Application review will begin on**

**Desired Start Date:** May - June 2026

**Classification and Compensation:** This is a full-time, salaried, exempt position, the annual salary range starting at 62,000 plus dependent on qualifications/experience. Woodwell offers a generous benefits package and work life balance.

**Location:** Falmouth, Massachusetts, onsite, hybrid or remote.

**Application Instructions:** To apply, please send your resume, cover letter addressing your experience and qualifications in relation to the responsibilities of this position and curriculum vitae as **a single PDF** to our career's portal.

Please visit [Woodwell's website](#) to learn more about Woodwell's work.

*Located on a 10-acre campus near the village of Woods Hole, the Woodwell Climate Research Center (Woodwell) is a private, non-profit research center. Woodwell is a leading source of climate science that drives the urgent action needed to solve climate change. Woodwell has 100+ staff members and is excited to welcome new employees to this work.*

*Woodwell Climate is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Woodwell is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.*