



Job # 2089 Manager, Grants Administration

Company Overview

Xunlight Corporation, a technology spin-off from the University of Toledo, engages in the development, manufacture, and marketing of photovoltaic modules that convert sunlight into electricity. The company develops thin-film silicon based photovoltaic products and manufacturing equipment for high throughput production of flexible and lightweight photovoltaic modules at low cost.

Job Description

This position will be responsible for duties associated with grants accounting and administration.

- Monitor grant, credit and loan opportunities and identify the appropriate projects for the Company.
- Responsible for coordinating the effort and playing a significant role in writing grant and loan applications.
- Responsible for contract negotiation and completing all related document and procedures.
- Help to manage grant and loan programs, including grant accounting and tracking, submitting all required reports on time, meet audit requirement, and comply with all the contract requirements.
- Responsible for setting up and the administration related to all subcontractors for each grant.
- All the grants, credit, and loan related documents and registration requirements.
- Other duties as assigned by the Company

This position will report to the Vice President of Administration and Government Grants.

Job Status: Full time

Job Requirements

- Bachelor Degree or higher.
- 3-5 year experience in grants accounting and administration strongly preferred.
- Experience in accounting and finance.

- **Experience in legal and contract documents a plus.**
- **Accuracy and integrity.**
- **Skilled with Microsoft Office Software.**
- **Maintain confidential and sensitive information.**

For consideration, please submit resume and cover letter with salary history and/or requirements to HR@xunlight.com. Please place Job #2089 on the email subject line. No phone calls please. Xunlight Corporation is an equal opportunity employer.