

ANNOUNCEMENT OF POSITION VACANCY

www.enterprises.csus.edu

**ACCOUNT ADMINISTRATION ANALYST I
SPONSORED PROGRAMS ADMINISTRATION (SPA)
(Post-Award Administration & California Intern Network)
#B075F18**

As a California State University, Sacramento (Sacramento State) non-profit business auxiliary, University Enterprises, Inc. (UEI) creates and manages programs and services that enhance the University's educational mission. The Sponsored Programs Administration (SPA) office has two teams, Post-Award Administration and the California Intern Network (CAIN)

The California Intern Network is a full-service program within UEI that provides more than 1,500 college students the opportunity to work in their field of study while in school and apply what they've learned in a real-world work environment. The CAIN team provides services such as account administration, expenditure processing, budget management, compliance and audit oversight. The team works closely with HR and Payroll staff and serves as a liaison to clients helping them determine and fill their workforce needs with students. Clients are from state agencies, non-profit organizations, and private businesses throughout California.

The Post-Award Administration team supports the research and sponsored activity efforts of University faculty and staff through the administration of grants and contracts funded by the federal and state government as well as private foundations and other organizations. The Post-Award Administration team provides services such as account management, expenditure processing, budget management, compliance and audit oversight, and serves as a liaison with funding agencies and various university and UEI offices.

CONDITIONS OF EMPLOYMENT: This is a full-time, non-exempt (eligible for overtime pay), benefited position that is covered under the California Public Employees' Retirement System. Continued employment in this position is dependent upon the mutual consent of University Enterprises and the employee, and either University Enterprises or the employee can, at any time, terminate the employment relationship at will, with or without cause.

RATE OF PAY: \$3,453 - \$4,834 per month

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, business administration, public administration, or related area, or equivalent combination of education and/or work experience. Self-directed with the ability to plan, organize, coordinate and perform work independently, function in a detail-oriented capacity, and respond effectively and with flexibility to changes in priorities and deadlines. Demonstrated experience with grants or contracts such as working for a sponsored program or project, writing grant proposals or contracts, or providing the administration of contract deliverables. Demonstrated understanding of financial records development, maintenance, and reporting; knowledge of the principles of accounting, budget development and maintenance. Demonstrated ability to interpret funder's regulations, policies, and procedures in the administration of grants and contracts. Ability to research, analyze and interpret information and data including internal policies and procedures, using creativity and ingenuity to develop effective solutions to challenges and make recommendations. Demonstrated ability to interpret, organize, and present information and ideas in a clear and concise manner, verbally and in writing. Excellent interpersonal, oral, and written communication skills in English; ability to read complex documents and to understand a wide variety of legal, financial, and administrative concepts. Demonstrated experience using word processing, spreadsheet, and email software such as the programs in the Microsoft Office Suite; ability to learn and operate specific software used for financial recording, tracking and reporting of proposed and awarded grants and contracts. Demonstrated experience effectively communicating and maintaining cooperative working relationships with all levels of employees and/or customers while maintaining a professional demeanor and exercising tact and good judgment; ability to manage sensitive information and situations. Ability to function effectively as part of a team and establish and maintain cooperative working relationships with a variety of students, faculty, community groups,

and staff. Ability to train others on new skills and procedures and the use of various online software programs. Ability to maintain and improve skills and knowledge of the field through researching, reading, and understanding a variety of materials and resources. Knowledge of general human resources and payroll policies and procedures. Must pass a background check, which may include fingerprinting. Must continue to meet the established standards.

PREFERRED QUALIFICATIONS:

Experience working in a higher education or research environment. Experience with Superior ONE Solution software (formerly SunGard/Bi-Tech) or similar grants management software. Knowledge of California State University regulations used in or related to the administration of sponsored programs or philanthropic accounts. Knowledge of policies, procedures, and regulations regarding the administration and performance of grants and contracts and thorough knowledge and experience with federal regulations 2CFR200, OMB circulars A-133, A-110, A-21, and FAR.

DUTIES AND RESPONSIBILITIES

The Account Administration Analyst I (Analyst) is a member of a team of professionals serving the account administration needs of either Sacramento State faculty or for the CAIN off-campus clients. The Analyst is the lead fiscal administrator and primary contact for a portfolio of accounts with expenditure activity totaling \$2-\$10 million per year performing a variety of program, budget and fiscal analyses, and accounting functions. The Analyst administers diverse funders from state, federal, non-profit, and private sources from throughout California. The Analyst ensures compliance with the policies and procedures of Sacramento State and University Enterprises, Inc. (UEI) and the requirements of the funding agencies in addition to federal and state government regulations and standards. The Analyst functions as a liaison between campus and auxiliary personnel, sub-recipients and/or subcontractors, federal grant officers, and state agency administrators. The Analyst provides work direction to and is accountable for the work results of administrative support staff. The Analyst evaluates internal policies and procedures advising management on their viability in the research enterprise. The Analyst may be assigned special projects to resolve complex issues in order to improve the efficiency, effectiveness, and development of the office and the organization. Occasional local or out-of-area travel may be required. The position reports directly to and receives general direction from the Manager, Post-Award Administration or Contract and Account Manager. Provides lead direction to administrative support staff. The position may receive periodic work direction from the Account Administration Analyst II. The specific duties and responsibilities are as follows:

01. Administers externally funded projects, such as research grants, contracts, and discretionary accounts, from project initiation to closing along with subsequent audit requirements and record retention.
02. Analyzes complex documentation at receipt of a grant or contract and as needed throughout the length of the award to determine, record, and take action on items such as key deliverables, reports, compliance issues, and deadlines.
03. Communicates continually verbally and in writing and meets as needed with external clients, faculty or staff to clarify and interpret grant and contract guidelines, policies and procedures; and assist with tasks such as determining employment or consultant needs, purchasing requirements, and budget analysis and planning.
04. Ensures sponsored projects and/or clients are in compliance with applicable policies, procedures, and regulations. Follows procedures to protect against audit disallowance or loss of contract and/or grant reimbursements.
05. Reviews, audits, and approves all expenditures (e.g., travel requests, hiring documents, vendor invoices) daily on assigned projects to ensure compliance and accuracy; downloads data and creates tables and spreadsheets for analyzing activity and reporting.
06. Ensures proper preparation and filing of financial reports and financial statements; reviews account balances and expenditure activity; initiates and prepares journal entries to transfer expenses; and initiates invoices and clears outstanding advances.
07. Monitors cash balances, budget balances, and project termination dates and communicates the status and suggests solutions to project challenges to all necessary parties.

08. Provides and initiates training to project staff and/or clients in the areas of UEI electronic systems, policies, forms, and procedures.
09. Develops and maintains effective working relationships internally and externally; works to resolve disputes between UEI, University, faculty, clients, and/or funders.
10. Assists the management team in working with federal, state and CSU system auditors to provide information and answer questions for audit compliance reviews.
11. Represents UEI at on or off-campus functions and meetings as required.
12. Provides training and work direction to administrative support staff.
13. Provides feedback on ways to improve policies and procedures to better serve clients.
14. Performs other job-related duties as assigned.

FILING DEADLINE: Open until filled.

APPLY ONLINE: www.ueijobs.com

Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises. University Enterprises operates the, food services, and other commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. *As defined in Section 12926(F), Government Code 12990.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at www.csus.edu/police/cleryact.htm. Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.