

# Sanford|Burnham

## Medical Research Institute

The Sanford-Burnham Medical Research Institute (SBMRI) was founded in 1976 and is one of the largest non-profit biomedical research facilities in the country. At the forefront of basic biomedical science, the Institute has made major contributions to the betterment of health and the human condition.

We currently have available the following full-time **Grants Analyst** position at our campus in La Jolla, California:

### Position Overview

Under specific direction, the Grants Analyst will be responsible for post-award grant management in collaboration with and support of Principal Investigators and their laboratories.

Will analyze and process grant budgets; review and ensure grant expenditures are within compliance of funding source terms and Institute policies and practices; verify funds availability for salary, supply, travel, and related expenses; advise Principal Investigators on appropriate use of funds and budgeting and communicate new regulations and procedures; prepare and complete various financial reports and spreadsheets; and perform other related duties and tasks as required or assigned.

### Position Requirements

Requires a high school diploma or equivalent and a minimum of 5+ years of directly related experience in non-profit grant accounting, or an equivalent combination of education, training and experience from which comparable knowledge, skills and abilities have been attained. Bachelor's degree in finance, accounting, or business administration strongly preferred. Previous experience in a scientific research environment is strongly preferred.

Requires demonstrated experience managing a portfolio of grant accounts including tracking revenue and expenses, making determinations on appropriate expenditures, updating forecasts and budgets, and advising staff on use of funds.

Requires a professional demeanor, strong analytical skills, excellent verbal/written communication and interpersonal skills, the ability to effectively interact with individuals from various cultures and backgrounds, professional proficiency in Microsoft Office (specifically strong Excel skills) and the ability to learn department-specific computer systems as needed.

For immediate consideration: Please apply online at [www.sanfordburnham.org/careers/](http://www.sanfordburnham.org/careers/). **Only those applications submitted through our website will be considered.**

SBMRI offers a competitive salary and comprehensive benefits package, including retirement plans. SBMRI embraces diversity and recognizes it as being a key to our success. We believe in developing and maintaining a diverse workforce.

EOE M/F/V/D