



Grants and Contracts Specialist II

The Public Health Institute (PHI) is an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. As one of the largest and most comprehensive public health organizations in the nation, we are at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI is distinguished as one of the top 50 “Best Non-profit Organizations to Work For” by the Non-Profit Times in a national search.

PHI is seeking a full time Grants and Contracts Specialist II. This position is located in Oakland, CA.

The Grants and Contracts Specialist II is responsible for post-award management and monitoring for an assigned group of grants and contracts funded by federal, state and other funding agencies. Under general supervision of the Grants and Contracts Supervisor/Manager, the G&C Specialist II oversees a diverse and moderately complex research portfolio and is able to independently identify compliance concerns and interpret regulations for the principal investigators/project directors.

Incumbent is responsible for financial and administrative post award management of awards and transactions related to grant and contract agreements and records in compliance with institutional and sponsor policies. Prepares subcontracts/agreements of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for review by manager or other authorized institutional official. Serves as the single point of contact for project staff and funders, and works in collaboration with other PHI departments.

Duties & Responsibilities:

- Manages all phases of post-award grants and contracts administration.
- Provides post-award advice and guidance, both of a general nature and project-specific, to Principal Investigators and Program Directors (PI/PDs) with respect to special terms and conditions of an award, interpretation of contract language, and regulatory and compliance requirements.
- Interacts with PI/PDs, staff, and funding agencies to resolve moderately complex problems that cross departmental lines within PHI and to optimize the use of funds.
- Utilizes ERP database system (currently Lawson) to set up activities and to generate, analyze, maintain and monitor budgets.
- Works closely with the PI/PDs and their staff in developing and negotiating of the scope of work, budget details and other project performance-related matters.

- Prepares/sub-contract and consultant agreements, amendments, supplements and continuation applications.
- Reviews and approves expenditures.
- Prepares data for financial reports, budgets, budget and research fund reconciliations, forecasting, analysis, and ad-hoc reports for PHI staff and PI/PDs as needed. Perform moderately complex data analysis as required.
- Negotiates awards and contracts with funding agencies, sub awardees, and principal investigators as needed.

Qualifications:

- Bachelors degree in public or business administration, finance or accounting, etc. or 4 years of equivalent experience/training.
- Society of Research Administrators (SRA) financial certificate or equivalent training preferred.
- Certified Research Administrator (CRA) credential desired.
- At least 3 years of experience in similar or related area which included budget development and analysis and significant customer contact. Education and experience can be combined to reach the requirement.
- In-depth knowledge of sponsored projects administration.
- Ability to interpret institutional and sponsor policies as related to research administration.
- Excellent written and verbal communications skills.
- Ability to work well under tight deadlines.
- Good customer service skills to interact well with a wide range of customers and stakeholders.
- Fully competent in fund accounting and budgeting.
- Ability to write and interpret contracts and agreements.
- Strong analytical skills leading to excellent problem solving.
- Demonstrated administrative abilities including attention to detail and organization.
- Skilled in computer applications including Microsoft Excel, Word, and Adobe Acrobat. Skill in creating queries and reports using Microsoft Access preferred. Final candidates must take an Excel test.
- Ability to work with a sophisticated database system (currently Lawson) to maintain fiscal and administrative records.
- Occasional travel required.

Compensation:

This is an exempt position and the salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (group retirement annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, visit our benefits page at <http://www.phi.org/about-phi/employment/>

How to apply:

To apply for this position go to <http://www.phi.jobs/postings/1803> or go to www.phi.org to learn more about PHI.

We are proud to be an EEO/AA Employer
NO PHONE CALLS PLEASE