

Job Posting Detail

Posting Title: Contracts and Grants Research Administrator 3 (6206U) #21411

Requisition: 21411

Department: Extramural Funds Accounting

Location: Main Campus-Berkeley

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: 4/15/2016

Departmental Overview

The Contracts & Grants (C&GA) Office has campus-wide responsibility for the administration of all federal and private contract and grant funding received by UC Berkeley, which in fiscal year 2015 totaled over \$690M. C&GA is responsible for supporting the Berkeley campus with fund set up, preparing regular financial reports, ongoing analysis and reconciliation, interpreting policy, collecting reimbursable expenditures through billing and cash draw down, and closing out contracts and grants. C&GA manages and coordinates campus-wide audits of contracts and grants performed by Federal and other external auditors, and develops responses to audit findings and corrective actions necessary to resolve audit issues. C&GA is also responsible for providing systems, policies, procedures, and training campus-wide to facilitate the management of approximately 4,000 contracts and grants across campus. C&GA provides education and outreach to the campus and is deemed to be the campus expert in the area of post award financial management.

Under the general direction of the C&GA Team Leads, the Research Administrator 3 (Award Analyst) is independently responsible for fiscal control, accounting, billing, financial reporting and administrative functions of individual grants and contracts awarded by Federal, State, and other agencies for the support of sponsored research, training, and public service programs. Attends training workshops for career development, participates in staff meetings, and contributes to the implementation of special projects as assigned.

Responsibilities

- Accurately conducts award setup, modification, and administration: including review award documents for appropriate dates, sponsor codes, Catalog of Federal Domestic Assistance (CFDA) codes, reporting and invoicing requirements, restrictions, and agency terms and conditions, setup new award in the C&GA system, and coordinate with departments.
- Provides post-award financial administration and management for contracts and grants awards in accordance with campus policy and agency requirements. Performs financial reporting, invoicing and analysis including billing, preparing federal financial reports, analysis and reconciliation of revenue and expenditures, program income and cost share review and reporting, intercampus administration, and award monitoring and compliance. Responds to inquiries from funding agencies regarding outstanding reports, invoices and policy issues. Monitors financial and budgetary transactions to ensure compliance with Federal Government guidelines – Office of Management & Budget (OMB) Uniform Guidance, University policies, procedures, terms and conditions prescribed by sponsoring agencies, and generally accepted accounting principles.
- Provides advice and counsel regarding sponsored projects administration, including compliance regulations, to Department Administrators and PIs. Works as a liaison to the Sponsored Projects Office, principal investigators, department, and agency administrators to answer questions, research, analyze, and resolve problems on new, existing, or terminated contract and grant awards. Keeps supervisor, manager and director abreast of departmental inquiries or problems and agency issues, and escalates to the proper management level in a timely manner.
- Assists in providing supporting documents of audits as directed by senior staff.
- Conducts award closeout including various reconciliations, follow-up with departments, prepares and submits financial status reports, issues credit memos and transfers credit balance, prepares expenditure summary reports, processes refunds, and excludes unallowable expenditures. Manages significant volume of transactions, and adheres to strict deadlines.
- Serves as a backup for other C&GA members when needed, and performs other tasks and duties as deemed appropriate by the supervisor or director. Participates in the conversion to the new C&GA module, learns and adheres to the new processing and system requirements.
- Develops professional relationships with departments and sponsor representatives.
- Attends training workshops to enhance current and future career development, participates in general staff meetings, and contributes to the implementation of special projects when assigned.

Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training. Professional certification preferred.
- Ability to complete all tasks timely and with a consistently high level of accuracy.
- Requires attention to detail, independent judgment, strong organization and communication skills (verbal and written) and customer service focus across broad and diverse subject areas.
- Maintains current knowledge of compliance regulations in all areas of contracts and grants.
- Requires thorough understanding of contracts and grants guidelines of Federal and non-Federal sponsors supporting research and educational activities.
- Ability to accurately manage significant volume of transactions, and adhere to strict deadlines.
- Understanding of the principles of allocability, allowability, and reasonableness, and knowledge of Uniform Guidance; knowledge of Federal Acquisition Regulations and principles of cost accounting standards.
- Possesses strong organizational, communication, problem solving, and customer service skills.
- Proficiency working with computer and information management systems.

Preferred Qualifications

- Proficiency with PeopleSoft Contracts and Grants Module, Microsoft Office suite software and PeopleSoft financial applications. BAIRS/BFS/BIS – Working knowledge of the Berkeley Financial System (BFS) and BAIRS reports; ability to learn BIS queries and pivots.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

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Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>