Grants & Contracts Financial Analyst (2 Positions Available) UAS1436
Accountant II
UAS/ORSP

Salary Range: $40,000.00-$50,000.00/Annually. Salary is commensurate with qualifications and experience.

Work Schedule: Full-time, Monday- Friday, 8:00 am- 5:00 pm. Non-exempt classification. This position is eligible for benefits.

Job Description: University Auxiliary Services is a private corporation that oversees commercial operations and provides administrative and financial support services for funded research for the Cal State Los Angeles university campus. The Financial Analyst will provide support to University faculty and/or the Principal Investigators that direct the research projects by providing post-award administration as designated by the funding agency.

Essential Functions:
Working under minimal supervision, the responsibilities of the Financial Analyst include:

- Review of budget proposals to ensure budgets are correct and sufficiently detailed with regard to direct and indirect costs.
- Review award documents and agreements for account set up.
- Review related budget with proposal, correct any discrepancy by consulting with faculty or the Principal Investigator for resolution.
- Develop and maintain a good working relationship with sponsoring agencies, project personnel, Cal State Los Angeles faculty and staff, and other colleagues in the university community.
- Provide post-award administrative support as required, including expenditure approval, accounting detail, project reporting, project billing and collection, and G/L reconciliation.
- Assist when notifications of awards are received by updating original proposed account budgets.
- Notify faculty of the receipt of awards and communicate necessary expenditures.

Account Management:
- Provide post-award administrative support as required, including expenditure approval, accounting detail, project reporting, project billing and collection, and G/L reconciliation.
- Monitor account activity and reconcile accounts to ensure that all account activity is related to project and is charged appropriately. When discrepancies are found, inform faculty and take necessary steps to correct transactions.
- Monitor account balances and process budget changes when necessary to comply with original scope of work. Comply with agency guidelines to make sure that budget changes are in compliance with specified requirements from individual agencies.
- Reconcile and review monthly account statements and provide faculty with account summaries and projection reports on a monthly basis.
- Keep current with information regarding agency funding/spending guidelines and restrictions. Communicate information to faculty and staff to ensure guidelines set forth by agencies are followed.
- Advise faculty and staff of disbursements and purchasing policies and procedures. Ensure these policies are followed when processing reimbursements of supplies, equipment, travel, stipends, subcontracts, consultants, and etc.
- Work with faculty in advance of remaining time of project periods and account balances to ensure that extensions on projects are requested in a timely manner if project has to be extended beyond current project period. Consult agency guidelines to provide faculty with options regarding extensions on research periods.

Financial Reports:
- Reconcile and generate monthly post-award financial reports.
- Conduct forecasts/projections for awards received to assure that original scope of work will be satisfied.
- Communicate with faculty, review original proposal submission and verify applicable fringe and F&A rates to prepare forecasts, annual and final agency reports.
- Prepare financial reports required by external agencies.
- Other duties as assigned.

Requirements: Equivalent to graduation from a four year college or university. Incumbent must have strong computer skills using MS Office Suite, Excel, Word, and Powerpoint. Excellent communication skills both written and verbal, ability to prioritize, organize, analyze, and work independently in a fast pace university environment. Incumbent must have superior analytical skills and strong budget management skills necessary. Strong computer skills and knowledge of Excel including the use and development of spreadsheets, 10-key, and data entry necessary. Incumbent will also have a front-line service philosophy as there is a great deal of interface with faculty, granting agencies and various stakeholders. Incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.
**Desired Qualifications:** A Bachelor’s degree or equivalent in experience. Two years of office experience with at least six months work experience with contract and grant post-award administration required. Working knowledge of OMB A-133, OMB A-21, and OMB A-110 required.

Review of applications/resumes will begin March 16, 2015 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS Employment Application is required. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. University Auxiliary Services, Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032 - 8534.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/univ/uas/hrmformtemp.php