POSITION OPENING

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Grants/Contracts Analyst I, II
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 740
LOCATION: Chico State Enterprises Business and Finance Department
COMPENSATION: $18.22 per hour, DOE

ESSENTIAL JOB FUNCTIONS: The Analyst I position is initially a Trainee level with an assumption of increased independence, knowledge, and ability as time in grade progresses. The Analyst II position assumes advanced knowledge and abilities based on years of experience and acquired knowledge and abilities. Under general supervision, this position is responsible for compliance and fiscal management of grants and contracts. The position exercises independent judgment and discretion in working with faculty/project directors, and funding agency, Foundation and University personnel. Examples of duties include:

- Establishing and maintaining contact with funding agencies; conducting negotiations with regard to contract language, budget changes and no-cost extensions;
- Working with faculty and other project personnel to ensure regulatory compliance, including the fiscal management of grants and contracts;
- Reviewing and interpreting funding documents;
- Interpreting and applying campus policies and procedures;
- Researching, interpreting and applying appropriate funding agency regulations and general federal requirements as required by each award;
- Reviewing, analyzing and preparing fiscal reports;
- Securing documentation of cost share;
- Preparing and certifying invoices to sponsors;
- Securing and maintaining documentation for audits.

EMPLOYMENT STANDARDS:
Grants/Contracts Analyst I:

- Requires three years of related work experience which demonstrates the ability to perform the functions described above and which includes fiscal management.
- Experience with grants and contracts is highly desirable.
- A Bachelor’s degree is preferred.
- This position requires the ability to work independently with only general supervision, exercise judgment and work well with others on and off the campus;
- Excellent interpersonal and communication skills, and the ability to handle multiple tasks and work effectively as a member of a team;
- Knowledge of financial record keeping, basic accounting principles, accounts payable and receivable, proficiency with the use of spreadsheets, and familiarity with use of automated accounting systems and other computer applications.
- Knowledge of governmental regulations pertaining to grants and contracts preferred.
- Candidates may be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
Grants/Contracts Analyst II:

- In addition to the requirements for the Analyst I level, the Analyst II level requires significant and direct experience in the administration, compliance and fiscal management of grants and contracts.
- Certified Research Administrator designation a plus.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Chico State Enterprises application
- Cover letter
- Resume
- Three professional references

APPLICATION DEADLINE: Application deadline is September 17, 2020.

Applications can be submitted:

BY EMAIL: csjeobs@csuchico.edu

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.