POSITION OPENING

POSITION: Grants/Contracts Analyst I or II
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 920
LOCATION: Chico State Enterprises Sponsored Programs Department; This position will be eligible for a hybrid work environment with the expectation to periodically report to the office as needed at 25/35 Main Street, Chico, CA.
COMPENSATION: Analyst I = $20.46 - $26.97 per hour; pay commensurate with experience.
Analyst II = $29.63-$38.65 per hour; pay commensurate with experience.

ESSENTIAL JOB FUNCTIONS: The Analyst 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:
- 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.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available online at 2020 Annual Security Report.

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.
COMPLIANCE REQUIREMENTS:

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

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%).

HOW TO APPLY:
To be considered, submit the following documents by November 21, 2022. Documents submitted after this date will not be considered.
- Resume
- Cover Letter

BY DROP BOX: https://csuchico.app.box.com/f/78820818a41b4c25a866ea414609b95d
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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.