POSITION OPENING

POSITION: Senior Sponsored Programs Analyst – Open to current Chico State Enterprises employees only
Full-Time, Benefited, Salary, Exempt

RECRUITMENT ID: 726
LOCATION: Chico State Enterprises Business and Finance Department
COMPENSATION: Salary and benefits will be competitive and commensurate with experience

ESSENTIAL JOB FUNCTIONS: Under general supervision, this position is responsible for compliance and fiscal management of grants, contracts and private gift-funded activity managed by Chico State faculty, CSE staff and other stakeholders. The position exercises independent judgment and discretion in advising and working with faculty/project directors, funding agencies, Foundation and University stakeholders engaged in research, services and education-related activities. Examples of duties include:

- Serve as a high-level contributing member of a team of sponsored program professions;
- Support and advance continuous improvements and high-quality customer service;
- Review and approve budgets prior to proposal submission;
- Provide support to management of the annual SEFA audit process;
- Provide support to management of the annual HERD survey process;
- Provide support to management to implement policies and procedures;
- Process and track certification of effort documentation; preparing routine and specialized reports using the OneSolution and Pre-award software;
- Establishing and maintaining contact with funding agencies; conducting negotiations with regard to contract language, budget changes and no-cost extensions;
- Advise and work with faculty and other project personnel to provide fiscal management services, and ensure regulatory compliance, as well as adherence to donor purposes for gift-funded activities;
- Review and interpret funding documents;
- Interpret and apply campus policies and procedures as appropriate;
- Research, interpret and apply appropriate funding agency regulations and general federal requirements as required by each award;
- Review, analyze and prepare fiscal reports;
- Secure documentation of cost share;
- Prepare and certify invoices to sponsors;
- Secure and maintain documentation for audits.
- Provide documentation as required for various audits;
- Provide training to junior staff as needed
- Perform special projects and other duties as assigned

EMPLOYMENT STANDARDS:
- This position requires current standing as a Grant/Contract Analyst II or requires five or more years of significant and direct experience relating to the administration, compliance and fiscal management of grants, contracts, and gifts.
• The successful candidate must demonstrate the ability to work independently and as a high-contributing member of a team of professional, exercise sound judgement, communicate effectively both orally and in writing, demonstrate the ability to handle multiple tasks, and work effectively under pressure.
• Must have knowledge of financial record-keeping, basic accounting principles, accounts payable and receivables, advanced proficiency with the use of spreadsheets, and familiarity with use of automated accounting systems, and other computer applications.
• Advanced knowledge of governmental regulations pertaining to grants and contracts required.

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 clearly detailing why you believe your experience makes you the best candidate for the opportunity

Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

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.