POSITION OPENING

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

POSITION: Senior Grant/Contract Analyst
Full-Time / Salary / Benefited / Exempt

RECRUITMENT ID: 684

LOCATION: Chico State Enterprises Business Services Department

COMPENSATION: $4,983 - $6,277 per month, DOE

ESSENTIAL JOB FUNCTIONS: 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:

- Provide day-to-day lead of Chico State Enterprises Analysts;
- 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;
- Assist Sr. Manager of Grants, Contracts, Operations with preparing reports using the OneSolution/Pre-award software;
- 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;
- Provide Sr. Manager of Grants, Contracts Operations with various audits;
- 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 and contracts and at least two years lead experience is required. The successful candidate must demonstrate the ability to work independently and as a member of a team, exercise sound judgment, communicate effectively both orally and in writing, facilitate teamwork in a leadership role, the ability to handle multiple tasks and work effectively under pressure. Must know knowledge of financial recordkeeping, basic accounting principles, accounts payable and receivables, 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 a must.

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
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 (up to 24 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

APPLICATION DEADLINE: Application deadline is October 5, 2019. Open until filled.

Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

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.

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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.