Job Summary:
Under general supervision, develops and oversees research proposals, awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Works on proposals of moderate scope such as single investigator NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g. budgets, salaries, expenses, etc.). Responsible for grad student employment entries into ICS repository as well as into the campus payroll systems. Engages with ICS payroll department to resolve grad student payroll issues. Responsible for and keep track of payroll certification reports. Receives assignments on project basis and fully analyzes problems, gathers data and information, and recommends solutions. Performs monthly post-award expenditure reconciliations and provides monthly reports to assigned PIs. May be eligible for delegated signature authority. Completes and approves transactions for signature by manager or other authorized institutional official. Performs other duties as assigned.

Job Description:
Job Essential Function 1:
Percent of Time: 35%
Under general supervision, provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements, including monthly reconciliation, PI reports, and payroll certifications

Job Essential Function 2:
Percent of Time: 20%
Under general supervision, organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for assigned faculty research programs.

Job Essential Function 3:
Percent of Time: 20%
Monitors and processes faculty research program staff entries into ICS and campus systems. Interact with ICS payroll team to resolve payroll issues.

Job Essential Function 4:
Percent of Time: 10%
Analyzes transactions, expenditures, identifies and resolves discrepancies, financial reports. Prepares proposal budgets and support documents that are required by proposal guidelines.

Job Essential Function 5:
Percent of Time: 10%
Applies professional concepts to provide projections, analyze spending and recommend adjustments.

Job Essential Function 6:
Percent of Time: 5%
Assists in support of audit as directed by senior staff.

**Skills, Knowledge and Abilities:**

**Required:**

Bachelor's degree in related area and / or equivalent experience / training.

Ability to manage a high volume of transactions.

Ability to perform moderately complex financial analysis and customized reporting.

Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.

Ability to maintain independent judgment; strong organization; communication skills; and a customer service focus.

Maintains current knowledge of compliance regulations in all areas of research administration.

Writing skills to draft persuasive text for variety of audiences.

**Required:**

Knowledge of applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines.

Knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.

Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles.

Knowledge of grant funding processes, procedures and techniques.

**External applicants** can access this recruitment on our Career Opportunities website at [https://careersucirvine.ttcportals.com/jobs/9407635-contract-and-grant-analyst](https://careersucirvine.ttcportals.com/jobs/9407635-contract-and-grant-analyst)