Recruitment Number: 41359  
Job Code: 006206  
Job Code Title: RSCH ADM 3  
Working Title: Sr. Contract and Grant Analyst  
FLSA: Exempt  
Appointment: Career  
FTE: 100%  
Recruit Type: External  
Dept Name: Donald Bren School Of ICS  
Location: UCI Campus - Irvine  
Schedule: 8-5, M-F  
Salary: $64,400.00 - $76,850.00

Job Summary:
Uses skills as a seasoned, experienced research administrator to independently develop and / or oversee research proposals, awards, and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies for the school. Works on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals and awards that may involve multiple investigators and / or multiple sub awards. Independently makes decisions, analysis, interpretations, and recommendations to assigned PI and applicable staff to ensure compliance with cost principals. Responsible for the administration, accounting, reconciliation, and reporting of assigned funds. Guides less experienced staff. - Performs other duties as assigned.

Job Description:
Job Essential Function 1  
Percent of Time: 5%  
Independently gathers information as needed to perform financial analysis.

Job Essential Function 2  
Percent of Time: 20%  
Independently prepares complex proposal budgets and support documents that are required by proposal guidelines. Research and incorporate applicable cost categories with proper justification to anticipate adequate award support level.

Job Essential Function 3  
Percent of Time: 10%  
Applies professional knowledge / experience to review and approve or reject requested fund advance setups or research account updates, and to prepare, review, and / or approve financial transactions.

Job Essential Function 4  
Percent of Time: 5%  
Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators. Projects expenditures and recommend course of action for delegated fund sources.

Job Essential Function 5  
Percent of Time: 10%  
Coordinates and implements budget allocations, conceives of and maintains chart of accounts or other data management tools, and related business processes. Prepares journal entries, maintains and reconciles ledger accounts, and provides regular reporting. Participates in gathering data from the general ledger for the collection of information for UBIT, preparing summary schedules, and either answering questions from departments or coordinating getting answers.
Job Essential Function 6
Percent of Time: 30%
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 7
Percent of Time: 10%
Provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements.

Job Essential Function 8
Percent of Time: 5%
Coordinates proposal submissions.

Job Essential Function 9
Percent of Time: 5%
Assists in support of audit as directed by senior staff.

Skills, Knowledge and Abilities:
Required:
Maintains current knowledge of compliance regulations in all areas of research administration.

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

Ability to manage significant volume of transactions.

Ability to perform complex financial analysis and customized reporting.

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

Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsors guidelines.

Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.

Preferred:
Demonstrated knowledge of effective grant funding processes, procedures and techniques

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

Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10403977-senior-contract-and-grant-analyst-remote