Job Summary:
Under the general direction of the Director of the Center for Statistical Consulting, the incumbent is responsible for the financial and administrative management that encompasses budget projection, general ledgers, recharge billing, payroll and accounts payable processes for the Center for Statistical Consulting. The incumbent is responsible for the financial and payroll oversight and management of income and expense accounts, tracking of outside funding sources, academic and staff personnel payroll, contracts and grants administration (as it applies to CSC) and equipment within the CSC. The incumbent will maintain financial records to comply with UCI policy requirements, provide complex data analysis and prepare periodic and ad hoc reports for the Director of the CSC. Performs payroll updates and/or corrections in the payroll system to maintain correct salary disbursements. This position is responsible for fiscal year-end closing procedures for the center, including the Sales/Service Recharge Report and Rate Review. The incumbent is responsible (coordinating with the Director of the CSC) for the developments, implementation and oversight of all forms and processes to ensure the timely and accurate processing of internal and external invoice billing, recharge posting, deposits, and providing any guidance needed to accomplish the task. This position will act as the first point of contact for problem resolution. The incumbent will assist the director with the preparation of the annual collection and dissemination of data matrix pertaining to how departments use CSC services. This will include, but is not limited to, the type of service, number of hours for each type of service, and the percent of effort on grant agreements. The incumbent is responsible for material management, requiring knowledge in policy and procedure requirements for Palcard purchases, high/low purchase orders, equipment acquisitions and travel.

Job Description:
Job Essential Function 1
Percent of Time: 65%
Manages all center and sales/service accounts, and tracks and monitors outside fund sources. Performs monthly reconciliation of all financial and payroll ledgers for center accounts. Performs all financial transactions in the financial system necessary to maintain accurate financial ledgers, maintaining detailed and summary income and expense reports. Acquires future information (e.g. staffing support, projected center income, expenses, etc.) necessary to project annual budgets. Independently analyzes and makes recommendations to the director of CSC for strategically leveraging current year resources. Develop viable methods for budget projections, develop recommendations and strategic solution. Enters new and updates payroll appointments for faculty and staff of the CSC, ensuring the appointment and funding percentage is applied correctly to the center for each project. CSC Billing – invoice (external clients) and recharge (internal departments) services performed in the CSC. Performs follow up collection procedures for outstanding invoices. Deposits payments to correct account with appropriate fund split. Obtains necessary information to prepare mid-year and year-end Recharge Review Report and Rate Review Report, prepares report for final approval from the director of the CSC. Stays current with UC and UCI policies and procedures to ensure accuracy and compliancy for the CSC.

Job Essential Function 2
Percent of Time: 25%
Controls all types of expenditures for CSC accounts, ensuring they conform to University, Federal and/or other agency guidelines. Provides recommendations to the director of CSC to improve the center’s workflow effectiveness, long range efficiency, and inventory control plans. Process faculty and staff reimbursements for purchased supplies, travel, conferences and entertainment. Acts as primary contact for issue and problem resolution, escalating to the director when appropriate or when a resolution could not be obtained.

Job Essential Function 3
Percent of Time: 10%
Event coordination; flyers for webinars and in-person events. Posting events on internal and external websites. Tracking and reporting attendee lists for survey and registration purposes. Works with ICS’s Communication Dept to update information, post current events, and post webinar recordings on the center’s website. Responsible for special assignments and projects requested by the director of the CSC.

Skills, Knowledge and Abilities:
Required:
Proven ability using spreadsheet and database software for complex financial analysis, fiscal management, and financial reports.

Ability to adapt to changing priorities.

Proven interpersonal skills with peers throughout the organization; strong service orientation and critical thinking skills; and attention to detail. Proven ability using organizational skills to multi-task in a high volume environment.

Ability to function as a member of a team or work independently.

Working knowledge and application of fundamental concepts, practices and procedures of account and finance in an academic environment.

Proven ability to interpret budgetary reports and other financial data.

Proven ability to effectively present information verbally and in writing in a clear and concise manner.

Preferred:
Experience working in a sales and service unit with knowledge of how program activities and functions are integrated into the broader organization.

Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.

Please apply via the link below: