

Post-Award Contracts & Grants Analyst 4 (6207U) 27192 -
1301

University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=131814>

Downloaded On: Dec. 8, 2019 2:33am

Posted Oct. 18, 2019, set to expire Feb. 14, 2020

Job Title	Post-Award Contracts & Grants Analyst 4 (6207U) 27192 - 1301
Department	N/A
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 18, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Grant Writer/Technical Writer
Apply Online Here	https://apptrkr.com/1671008

Apply By Email

Job Description

Post-Award Contracts & Grants Analyst 4 (6207U) 27192 - 1301
About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1671008&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: July 12, 2019

Job will remain open until filled

Departmental Overview

Berkeley Regional Services (BRS) is comprised of six (6) Regions which provide services to specific "groupings/clusters" of schools, colleges, and organized research units (5 academic, 1 all other). This regional approach to providing administrative services is intended to improve service quality by re-establishing personal connections and to develop more local expertise.

Chemistry and Mathematical and Physical Sciences (ChaMPS) is a service region within Berkeley Regional Services, within the division of Vice Chancellor for Administration, providing reliable, high-quality integrative administrative support to faculty, academics, staff, student employees, and retirees in support of the UC Berkeley mission of teaching, research, and public service.

ChaMPS provides services in the areas of Business and Financial Services, Human Resources/ Academic Personnel Support and Research Administration (pre-award and post-award administration) for the College of Chemistry, the Division of Mathematical and Physical Sciences in the College of Letters & Science, Space Science Laboratory, and several other ORUs.

Responsibilities

- * Leads the organization, planning, establishment and monitoring of fiscal budget control of contracts and grants administration, submissions, budgets, support documents, gifts, endowments and privately funded projects for faculty research programs.
- * Ensures complete and accurate collection of research management administration data at all stages of the contract and grant lifecycle.
- * Researches policies and makes recommendations regarding unit workflow and procedures.
- * Ensures that awarded projects are carried out according to campus policy and sponsor requirements.
- * Provides post-award financial administration and management for complex research funds in accordance with campus policy and agency requirements from Notice of Award and set up to final

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- closeout. Assists with audits Comprehensive post-award sub-recipient monitoring and administration.
- * Provides highly complex projections, analysis and recommendations.
 - * Provides guidance and counsel on research administration matters to PI, non-RA ChaMPS staff, and less experienced team staff.
 - * Coordinates with supervisor to insure that the ChaMPS RA staff are consistently trained and following established departmental guidelines and procedures for extramural funds accounting and sponsored projects administration. May deliver training to staff.
 - * Identifies and initiates team efforts at business process improvement toward an end of more efficient operations and/or higher quality service
 - * Participates in training/educational sessions designed to increase knowledge of professional research administration concepts and practices, and BRS, University, and/or funding agency processes and policies. Seeks information to maintain up to date knowledge in all areas of research administration and shares knowledge and lessons learned with staff.
 - * Performs other duties as assigned. Assists in support of audit as directed by senior staff.

Required Qualifications

- * Advanced knowledge of OMB Circulars A-21, A-110, A-133 and others as appropriate, Federal Acquisition Regulations, and principles of cost accounting standards, including allowability, allocability, and reasonableness.
- * Requires extensive knowledge of program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- * Complete competency with federal cost bulletins, campus policies, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration.
- * Ability to manage high volume and complex transactions and to work in a fast paced environment with overlapping deadlines and short lead times while maintaining a high level of attention to detail, and ability of work with a high degree of accuracy.
- * Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements.
- * Thorough knowledge in applicable compliance requirements related to use of human or animal subjects in research, intellectual property policy, bio-safety, et cetera.
- * Demonstrated experience managing complex financial accounts and funds, including cost projections and budgeting, ability to perform high level financial analysis and customized reporting.
- * Ability to perform the most complex financial analysis and customized reporting; utilizing BAIRS reports, pivots and queries.

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- * Requires independent judgment and strong organization and communication skills and customer service focus.
- * Ability to interpret policy for others.
- * Ability to train and assist a staff of RAs in all aspects of pre-and post-award accounting and research administration according to campus policies and procedures.

Education/Training:

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

Preferred Qualifications

- * A minimum of five years' experience working with federal and state contracts and grants fiscal policies and procedures or related accounting experience, or equivalent combination of education and experience preferred.

Salary & Benefits

Annual salary is commensurate with experience. Hiring range will be \$80,000.00-\$87,000.00
For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1671008&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.



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Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1671008&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1671008&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1671008]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.