

Contracts and Grants Accountant 3 (7735U) 1588 - 1588
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132129>

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Posted Oct. 23, 2019, removed Feb. 20, 2020

Job Title	Contracts and Grants Accountant 3 (7735U) 1588 - 1588
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 23, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management Fiscal Services Legal Services
Apply Online Here	https://apptrkr.com/1678188

Apply By Email

Job Description

Contracts and Grants Accountant 3 (7735U) 1588 - 1588
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 acceptanceacademic and artistic, political and culturalmake 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

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position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at [\[url=https://apptrkr.com/get_redirect.php?id=1678188&targetURL=http://jobs.berkeley.edu/why-berkeley.html\]](https://apptrkr.com/get_redirect.php?id=1678188&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: September 19, 2019.

Departmental Overview

The Contracts & Grants Accounting (CGA) Office has campus-wide responsibility for the administration of all contracts and grants funding received by UC Berkeley which in fiscal year 2018 totaled approximately \$700 million via governmental and private contracts and grants. CGA is responsible for supporting the Berkeley campus with the initial fund set up, preparing regular financial reports, ongoing analysis and reconciliation, policy interpretation, collections of reimbursable expenditures through billing and cash draw down, and contract and grant close-outs. CGA manages and coordinates campus-wide audits of contracts and grants performed by Federal and other external auditors, and develops responses to audit findings and corrective actions necessary to resolve audit issues. CGA has campus-wide responsibility for providing systems, policies, procedures, and training to facilitate the management of approximately 4,000 contracts and grants across campus. CGA provides education and outreach to the campus and is deemed to be the campus expert in the area of post award management.

Responsibilities

- * Analyzes, monitors and reconciles general ledger accounts related to various financial system (BFS) modules.
- * Researches and resolves out of balance issues.
- * Develops professional relationships with departments and other central unit representatives.
- * Provides excellent customer service to departments, sponsors and other third parties.
- * Provides data analysis on complex accounting and systems-related projects, and recommends actions to be taken.
- * Assists with preparation and communications for biannual Effort Report certification process.
- * Helps implement and/or maintain one or a combination of contracts and grants modules and accounting systems.
- * Completes special projects and other assignments independently.
- * Serves as a backup for other CGA AR/Accounting staff members when needed.

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- * Prepares, processes and records financial journal entries.
- * Assists in developing, documenting and implementing policies and procedures, and provides suggestions for improvement.
- * Attends training workshops toward present and future career development, participates in general staff meetings, and contributes to the implementation of special projects when assigned.

Required Qualifications

- * Has thorough knowledge of accounting functions and assignments.
- * Has ability to independently gather, organize, and perform accounting related analysis and reconciliations.
- * Requires ability to present information in a clear and concise manner both in writing and verbally.
- * Thorough knowledge of financial transactions and financial systems, as well as related policies, accounting and regulatory compliance requirements.
- * Independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas.
- * Maintains current knowledge of compliance regulations in all areas of contracts and grants.
- * Knowledge in contracts and grants accounting, processing and compliance requirements.
- * Ability to manage significant volume of transactions and adhere to strict deadlines.
- * Minimum of 5 years related experience preferred.
- * Bachelor's degree in related area and/or equivalent experience/training. Professional certification preferred. Experience with contracts and grants preferred.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1678188&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

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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=1678188&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=1678188&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1678188]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.

Contact

N/A

University of California, Berkeley

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