

Grant Accounting Analyst (6206U), Extramural Funds
Accounting - 73939
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247737>

Downloaded On: Oct. 31, 2024 6:14am

Posted Oct. 28, 2024, set to expire Feb. 23, 2025

Job Title	Grant Accounting Analyst (6206U), Extramural Funds Accounting - 73939
Department	Contracts & Grants Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Contracts & Grants (CGA) Office has campus-wide responsibility for the administration of all federal and private contract and grant funding received by UC Berkeley, which in fiscal year 2022 totaled over \$680M. CGA is responsible for supporting the Berkeley campus with fund set up, preparing regular financial reports, ongoing analysis and reconciliation, interpreting policy, collecting reimbursable expenditures through billing and cash draw down, and closing out contracts and grants. 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 is also responsible for providing systems, policies, procedures, and training campus-wide to facilitate the management of more than 4,600 contracts and grants across campus.

Position Summary

The successful Research Administrator 3 is an experienced professional able to apply research administration, accounting and cost principles utilizing a complex research enterprise system

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(PeopleSoft Contracts and Grants Module); able to independently perform the full range of responsibilities within the function; possesses broad knowledge of the research administration field; analyzes diverse problems and issues to determine solutions.

Additionally, the RA3 uses skills as an experienced research administrator to independently monitor awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and sponsor policies; interprets requirements from a wide range of sponsors and is able to analyze data and metrics; completes and approves transactions for signature by supervisor or other authorized institutional official, and guides less experienced staff.

Under the general direction of a CGA Supervisor, the Research Administrator 3 is independently responsible for fiscal control, accounting, billing, financial reporting and administrative functions of individual grants and contracts awarded by Federal, State, and other agencies for the support of sponsored research, training, and public service programs. Attends training workshops for career development, participates in staff meetings, and contributes to the implementation of special projects as assigned.

Application Review Date

The First Review Date for this job is: November 8, 2024

Responsibilities

- Accurately conducts award setup, modification, and administration: including review award documents for appropriate dates, Sponsor Codes, Catalog of Federal Domestic Assistance/Assistance Listing Numbers (CFDA/ALN) codes, reporting and invoicing requirements, restrictions, and agency terms and conditions, setup new award in the CGA system, and coordinate with departments.
- Provides post-award financial administration and management for contracts and grants awards in accordance with campus policy and agency requirements.
- Performs financial reporting, invoicing and analysis including billing, preparing federal financial reports, analysis and reconciliation of revenue and expenditures, program income and cost share review and reporting, intercampus administration, and award monitoring and compliance.
- Responds to inquiries from funding agencies regarding outstanding reports, invoices and policy issues.
- Monitors financial and budgetary transactions to ensure compliance with Federal Government guidelines - Office of Management & Budget (OMB) Uniform Guidance, University policies, procedures, terms and conditions prescribed by sponsoring agencies, and generally accepted

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accounting principles.

- Provides advice and counsel regarding sponsored projects administration, including compliance regulations, to Department Administrators and PIs.
- Works as a liaison to the Sponsored Projects Office, principal investigators, department, and agency administrators to answer questions, research, analyze, and resolve problems on new, existing, or terminated contract and grant awards.
- Keeps supervisor, manager and director abreast of departmental inquiries or problems and agency issues, and escalates to the proper management level in a timely manner.
- Assists in providing supporting documents of audits as directed by senior staff.
- Conducts award closeout including various reconciliations, follow-up with departments, prepares and submits financial status reports, issues credit memos and transfers credit balance, prepares expenditure summary reports, processes refunds, and excludes unallowable expenditures.
- Manages significant volume of transactions, and adheres to strict deadlines.
- Serves as a backup for other CGA members when needed, and performs other tasks and duties as deemed appropriate by the supervisor or director.
- Participates in the conversion to the new CGA module, learns and adheres to the new processing and system requirements.
- Develops professional relationships with departments and sponsor representatives.
- Attends training workshops to enhance current and future career development, participates in general staff meetings, and contributes to the implementation of special projects when assigned.

Required Qualifications

- Ability to complete all tasks timely and with a consistently high level of accuracy.
- Attention to detail, independent judgment, strong organization and communication skills (verbal and written) and customer service focus across broad and diverse subject areas.
- Maintains current knowledge of compliance regulations in all areas of contracts and grants.
- Thorough understanding of contracts and grants guidelines of Federal and non-Federal sponsors supporting research and educational activities.
- Ability to accurately manage significant volume of transactions, and adhere to strict deadlines.
- Understanding of the principles of allocability, allowability, and reasonableness, and knowledge of Uniform Guidance.
- Knowledge of Federal Acquisition Regulations and principles of cost accounting standards; ability to interpret and apply written grants policies.
- Proficiency working with computer and information management systems such as PeopleSoft Contracts and Grants Module, general BFS functions, Microsoft Office suite of software.
- Working knowledge of and/or can quickly learn CalAnswers reports, queries, and pivot tables.

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- Possesses strong organizational, communication, problem solving, and customer service skills.
- Ability to follow written guidance on procedures and policy.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- CPA & CRA.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$88,000.00 - \$98,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in



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partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

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, please see the https://apptrkr.com/get_redirect.php?id=5756555&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

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

Contact



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N/A

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