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**Department Description:**
The Office of Research (OR) is charged with advancing the research mission of the campus, which includes services and resources that enhance research and other creative endeavors, relationships with government and industry, policy compliance, and oversight of an infrastructure of organized research. The OR oversees over 25 organized research units, special research programs and projects, and central facilities with 1,090 employees (470 academic, 620 staff), $108 million in annual expenditures and annual recharge income of $20 million.

The OR also administers the campus indirect cost return (ICR) program totaling approximately $105 million, the American Recovery Reinvestment Act (ARRA) funds totaling approximately $19 million, and campus research support programs of approximately $2.6 million annually.

**Location:**
Davis

**Position Details:**
Under general supervision of the Executive Director of Finance and Business Operations (EDFBO) within the Office of Research, perform financial and strategic planning activities in support of the UC Davis Research Core Facilities ("core facilities") Program.

Provide financial support for activities related to planning, recharge rate development, budget and forecasting, and financial analysis & reporting for the Campus Research Core Facilities (CRCF). Provide trend analysis, actual vs. budgeted variance reports, and multi-year comparative data.
### Job Summary:

Work closely with the Associate Director of the Research Core Facilities Program (RCFP) and with various Unit Directors and Department Heads. Participate in quarterly reviews, compile and disseminate key performance data including equipment usage, planned downtime, available capacity and other key metrics used for strategic planning and continuing integration of the facilities. Manage the Accounts Receivable process, ensure compliance with Generally Accepted Accounting Principles (GAAP), assists in the implementation of streamlined processes and best practices. Foster good communication with directors, administrators and staff.

Assist in the OR annual budget process including the development of presentations and the preparation of annual reports. Develop and maintain computerized databases and spreadsheets for complex analysis and graphical displays including dashboard reporting. Assist in the development of multi-year operational and capital budgets and financial plans. Prepare detailed reconciliations, complete expense and fund transfers and make recommendations to executive leadership for continuous improvements in both the quality and presentation of financial information.

With general guidance, develop complex financial models and reports, compile and research complex accounting issues, and develop various performance measures and analytics. Independently prepare budget reports and other key performance metrics; perform ad hoc and complex financial analyses to inform the Associate Director and other key stakeholders of the financial position of the various Campus Cores.

### Physical Demands:

- Prolonged sitting and use of keyboard

### Work Environment:

- Work in a busy office with constant interruptions, traffic, and noise from computers, printers, ringing telephones, and conversations.
- Travel between campus locations, and between on- and off-campus locations to meet with various stakeholders
- Vacation is restricted and/or limited during peak periods such as fiscal close mid-June through mid-July
- UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space

### Qualifications

**Minimum Qualifications:**

- Experience working with complex spreadsheets, databases, and web-based accounting and information systems.
- Experience preparing financial reports, developing long and/or short term financial projections, performing budgetary planning and developing and monitoring budgetary processes.
- Experience developing recharge rates and operational budgets including a clear understanding of federal guidelines for recharge rate methodology development.
- Interpersonal and communication skills to establish and maintain professional, collaborative working relationships with widely diverse groups including faculty, executive management, senior academic and administrative officers, and staff.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience interpreting policies, guidelines and procedures.

- Experience performing high-level analytical work, analyzing complex information, performing independent research, presenting complex data to facilitate decision-making and strategic planning.

Experience with the application of cost accounting principles to handle budgeting, rate development, and financial reporting in a business environment.

Knowledge of contract and grant fiscal administration, effort reporting and related federal, state, and private sponsor budgeting guidelines as well as cost-based rate development guidelines.

### Preferred Qualifications:

- Experience using MS Excel, Access, and Word; and PowerPoint; Kuali Financial Systems, DaFIS, DaFIS Decision Support, and PPS Decision Support.

- Experience with contract and grant fiscal administration, effort reporting and related federal, state, and private sponsor budgeting guidelines in a university environment.

- Experience with university budgets and budgetary structures.

- Knowledge intramural and extramural fund sources.

- Experience using interpersonal communication skills to clearly, diplomatically and effectively interact with individuals of varying perspectives and backgrounds to research and secure information, resolve problems, and coordinate projects.

- Writing, editing and proofreading skills to prepare clear, accurate reports appropriate for the intended audience.

### Search Category:

All Jobs

### Background Check:

Yes