

Position Description

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Report Run Date	Feb 27 2020 2:41PM
Position Number:	02024910
UC Path Position #	40336788
Dept:	VICE CHANCELLOR - RESEARCH - 061010
Position:	Financial and Contract & Grants Analyst
Approved Payroll Title Code:	6207
Approved Payroll Title:	RSCH ADM 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
POSITION DETAILS	
Job Summary:	<p>Reporting to the OR Business & Finance Administrative Manager of the Mouse Biology Program (MBP) within the Office of Research, assume full delegated authority for financial analysis and reporting, budgeting, and forecasting for the MBP as a whole. Using complex financial models and tools, independently develop monthly, quarterly, and annual operating and capital budgets for the MBP, perform actual-to-budget variance reporting including trend analysis with both graphical and narrative display. Work directly with the Academic Director of the MBP, Academic Managers, and other key stakeholders throughout the organization.</p> <p>Independently responsible for financial and budget management, oversight, and accountability for all intramural and extramural funds including managing both the pre-award and post-award programs for the MBP. Serve as primary point of contact for compliance consultation and as the primary resource to the MBP researchers for all extramural activity. Manage comprehensive pre- and post-awards including complex proposal development and submission in support of the MBP's contracts & grants portfolio with average expenditures of ~\$14 Million annually.</p> <p>Independently manage interaction and liaison work with Sponsored Programs, National Institutes of Health and other sponsoring agencies, collaborating academic institutions, administrators and academic researchers within the MBP at all levels to ensure the proper administration of federal and private funded contracts and grants. Ensure compliance with sponsor and University Policy & Procedures for all business processes and all intramural and extramural funding on behalf of the MBP.</p>
Campus Job Scope:	
	<p>The Office of Research (OR) serves as the catalyst for advancing the research mission at UC Davis. The OR currently oversees 41 research units including 7 Organized Research Units, 13 Special Research Programs, 17 Designated Core Facilities, and 4 IMPACT Centers. In addition, OR oversees 18 Administrative Units including 10 Research & Compliance units, 3 Interdisciplinary Research & Strategic Initiatives units, 2 Innovation and Technology Commercialization units, 1 Research Core</p>

Department Specific Job Scope:	<p>Facility Program, and 2 Animal Care Programs. The Office of Research annual expenditures, recharge, and income is approximately \$210 Million annually. OR oversees campus-wide research funding programs of \$3.2 Million annually.</p> <p>The Business & Finance Unit has financial oversight and responsibility for all units reporting to the Office of Research which encompasses the 41 research units, special research programs, and core facilities in addition to 18 administrative units, the 2 Animal Care Programs, and several campus-wide programs. Collectively, the annual revenue and expenses exceed \$210 Million.</p>
Positions Supervised:	NA
Essential Responsibilities:	<p>30% BUDGET, FINANCIAL ANALYSIS & REPORTING, and FORECASTING Assume full delegated authority for budgeting, financial analysis & reporting, and short- and long-term financial forecasting on behalf of the Mouse Biology Program. Work directly with the MBP Academic Director and other key leadership positions to develop the annual operating budgets for all fund sources including self-supporting/recharge activity, university and state funds, and federally sponsored awards. With a high degree of independence, represent the MBP during the Office of Research annual budget process. Using complex financial models and tools, independently develop monthly, quarterly, and annual operating and capital budgets for the MBP, perform actual-to-budget variance reporting including trend analysis with both graphical and narrative display. Coordinate and lead monthly budget meetings with the Academic Director of the MBP, the MBP Administrative Manager, MBP Academic Managers, and other key stakeholders throughout the organization.</p> <p>30% PRE-AWARD MANAGEMENT Identify and distribute funding opportunities to researchers; encourage submission of collaborative proposals where applicable. Gather, manage, analyze financial data from a variety of extramural revenue streams while providing guidance related to policy, procedure, and proposal requirements. Manage and oversee program services functions in developing collaborative teams and proposals to secure research funding. Responsible for the full scope of the MBP contracts & grants portfolio. With a high degree of independence, direct pre-award administration of grants/contracts. Develop budgets and budget justifications. Gather and develop key pieces of documentation and language for contracts and grants. Coordinate IRB/IACUC protocol submission as necessary. Coordinate sub-recipient documentation and submission. Coordinate proposal document collection, formatting, and submission through campus and sponsor electronic research administration (eRA) systems. Conduct fiscal/administrative review prior to submission to the Sponsored Programs Office and extramural sponsors.</p> <p>30% POST-AWARD MANAGEMENT With a high degree of independence, direct post award administration of contracts and grants, and maintain a framework for the effective and efficient administration of post-award management. Request, negotiate, and execute awards, modifications, and amendments. Oversee grant and contract account set-up; coordinate and implement complex financial/logistical sub-recipient agreements. Provide oversight for budgetary matters, financial analyses and audits, and continuous budgetary control systems to meet the goals and objectives of the contract. During the award period, analyze monthly financial reports, determine budget trends and expenditures, and recommend cost controls or rebudgeting; conduct fiscal analyses for long range planning. Coordinate required submission of quarterly and annual financial and progress reports to sponsors and the university. Recommend action for delays or noncompliance of awards. Manage closeout of the contracts/grants.</p>

	<p>10% COMPLIANCE & TRAINING Provide outreach and training to MBP faculty and researchers on policies and procedures that are applicable to sponsored research, including those relating to the use of animals and human subjects in research. Provide guidance and assistance to the faculty to prevent and resolve administrative or financial issues. Develop administrative processes for quality control procedures. Develop policies and policy changes as they relate to post-award accounting, compliance and grant management. Assure compliance with the set-up and close-out of grant awards and contracts; monitor grant activity to ensure compliance with funding agency regulations</p>
Physical Demands:	
Work Environment:	<p>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.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<ul style="list-style-type: none"> -Bachelor's degree in accounting/finance or other related fields or equivalent work related experience. -Demonstrated experience with pre-award research administration including preparing and submitting proposals for contracts and grants to extramural sponsors using campus and extramural sponsor electronic Research Administration (eRA) systems. -Experience of post award accounting and financial reporting and internal audits of grants and contracts to ensure compliance with institutional and funding agency requirements. -Experience interpreting, negotiating, researching, analyzing, explaining and applying contract and grant policies for state, federal and other funding agencies, including budgeting processes, financial reporting requirements and policies regarding the use of funds. -Experience analyzing budget proposals and policies, or performing high-level financial management tasks in a multi-fund source environment. -Demonstrated oral and written communication skills appropriate for individual, group and formal presentations, to interact effectively with diverse communities and senior leaders to present complex data, prepare analytical reports, proposals, and correspondence to facilitate decision-making. -Demonstrated experience using Microsoft Excel and other common programs to distill relevant financial and statistical information from large data sets and present the information for financial reporting. Experience with other similar spreadsheet and presentation programs may be considered equivalent. -Experience developing budgets, reconciling ledgers and developing and/or adapting spreadsheets and databases.
Preferred Qualifications for Selection:	<ul style="list-style-type: none"> -Progressively responsible experience as a budget, financial, and/or contract & grant analyst. -Experience in financial analysis and business management, including forecasting and strategic planning, to analyze quantitative aspects of fiscal and budgetary issues, compile financial data and prepare financial reports, and present information in an appropriate format. -Certified Research Administrator (CRA) or ability to successfully obtain within 24 months. -Ability to quickly learn and become familiar with electronic proposal submission systems and master other new computer programs. -Ability to employ mathematical, statistical, analytical and problem solving skills to identify problems, analyze and compile data, present financial data and recommend solutions and contingency plans in a meaningful and

useful format.
-Experience identifying potential research opportunities and knowledge of funding research resources.
-Experience serving as departmental compliance officer for federal awards, state and private foundation awards and industry awards.
-Organizational skills to work with changing priorities and demanding workload and to use judgment to make logical decisions

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date