

## Posting Preview

Job Requisition	
Requisition Number:	03018312
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	02-03-2017
Closing Date:	
Position:	FINANCIAL ANALYST
Payroll Title	ANALYST II
Number of Positions:	1
Salary:	\$21.98- \$35.15/hr
Appointment Type:	Career
Appointment Description:	100%. Monday-Friday, 8:00am-5:00pm
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	VICE CHANCELLOR - RESEARCH - 061800
Department Description:	<p>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 Office of Research 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 indirect cost return program for the Office of Research totaling approximately \$2.6 million and campus research support programs totaling ~ \$3.1 million annually.</p> <p>The central administration units within OR (Business and Finance, Human Resources, InnovationAccess, Institutional Review Board, IT-Tech, Interdisciplinary Research Support, Marketing and Communications, Venture Catalyst, Office of Corporate Relations, Research Compliance and Integrity and Sponsored Programs) are comprised of ~ 147 employees.</p>
Location:	Davis
<b>Position Details</b>	
	<p>Under the general supervision of the Senior Financial Analyst-Supervisor in the Office of Research (OR), perform budget, forecasting, financial analysis &amp; reporting activities that support the Vice Chancellor for Research administrative office operations. Serve as the subject matter expert on contract analysis, assess revenue generation, manages receivables and statistical reporting for the Institutional Review Board (IRB).</p>

<p>Job Summary:</p>	<p>Manage the campus-wide Principal Investigator Bridge, Publication Assistance and Catastrophic Repair programs administered by OR that provides budget support to faculty and/or departments.</p> <p>Analyze, manage and reconcile department ledgers with multiple funding sources. Generate budget adjustments. Serve as Account Manager delegate for approval of financial transactions. Coordinate business transactions on behalf of the unit with the campus Shared Services Center.</p> <p>Provide support for business operations in the Office of Research including backup assistance to other unit personnel, and perform calendaring and scheduling functions.</p>
<p>Physical Demands:</p>	<ul style="list-style-type: none"> <li>- Sit at computer for extended periods of time</li> <li>- Move/manipulate objects weighing up to 25 lbs. using a cart and/or hand truck</li> </ul>
<p>Work Environment:</p>	<ul style="list-style-type: none"> <li>- Work in a busy office with constant interruptions, traffic, and noise from computers, printers, ringing telephones, and conversations</li> <li>- Travel between campus locations, and between on- and off-campus locations</li> <li>- Work flexible schedule to respond to operational needs.</li> <li>- Vacation is restricted during fiscal close periods, primarily May through mid-July</li> <li>- 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.</li> </ul>
<p><b>Qualifications</b></p>	
<p>Minimum Qualifications:</p>	<ul style="list-style-type: none"> <li>- Experience working with budgetary structures and/or university budgets, automated financial and information systems, recharge and income activities, payroll, business practices, and policies and procedures</li> <li>- Experience performing high-level analytical work, analyzing complex information, performing independent research, presenting complex data in a way that facilitates decision-making and making strategic recommendations</li> <li>- Experience preparing financial reports, developing financial projections (long and short term), performing budgetary planning and developing and monitoring budgetary processes</li> <li>- Extensive experience using Microsoft Excel, Word and Outlook and the Internet as well as automated/electronic accounting systems and software</li> <li>- Knowledge of Generally Accepted Accounting Principles (GAAP), internal control standards, general ledgers and procedures to handle budgetary allocations, purchasing, accounts payable and receivable, cash collections, and travel and entertainment reimbursement functions for a large number of accounts</li> <li>- Experience monitoring compliance with guidelines, policies and procedures</li> <li>- 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</li> <li>- Strong writing skills to prepare clear, accurate reports and/or correspondence appropriate for the intended audience</li> <li>- Problem solving skills to anticipate and analyze problems, devising and implementing changes, develop innovative solutions to difficult problems and come to a logical resolution</li> </ul>
	<ul style="list-style-type: none"> <li>- Experience using DaFIS, DaFIS Decision Support, Quali and MyTravel</li> <li>- Knowledge of the UC policies, procedures, and guidelines</li> </ul>

Preferred Qualifications:	<ul style="list-style-type: none"><li>- Experience monitoring expenses, interpreting and applying UC and department policies and procedures</li><li>- Experience with federal and private compliance regulations governing grant budgeting, financial reporting, cost-sharing standards, cost allocation, and policies regarding use of grant funds.</li><li>- Political acumen to maintain confidentiality and use appropriate discretion in management of sensitive and/or confidential information</li><li>- Organizational skills to work with changing priorities and demanding workload and to use independent judgment to make logical decisions, meet deadlines, and maintain a high level of productivity</li></ul>
Search Category:	All Jobs
Background Check:	Yes