Salary Range: Salary is commensurate with qualifications and experience.

Work Schedule. This is a full-time position; Monday – Friday 8:00 a.m. to 5:00 p.m.; exempt position. This position is eligible for benefits.

Essential Functions: The incumbent will review budget proposals to ensure budgets are correct and sufficiently detailed with regard to direct and indirect costs; award documents and agreements for account set up; related budget with proposal, correct any discrepancy by consulting with faculty or the Principal Investigator for resolution. The incumbent will develop and maintain a good working relationship with sponsoring agencies, project personnel, Cal State LA faculty and staff, and other colleagues in the university community. The incumbent will provide post award administrative support as required, including expenditure approval, accounting detail, project reporting, project billing and collection, and G/L reconciliation. The incumbent will assist when notifications of awards are received by updating original proposed account budgets. The incumbent will also notify faculty of the receipt of awards and communicate necessary expenditures.

Duties:

70%- Provide post-award administrative support as required, including expenditure approval, accounting detail, project reporting, project billing and collection, and G/L reconciliation. Monitor account activity and reconcile accounts to ensure that all account activity is related to project and is charged appropriately; account balances and process budget changes when necessary to comply with original scope of work. When discrepancies are found, inform faculty and take necessary steps to correct transactions. Comply with agency guidelines to make sure that budget changes are in compliance with specified requirements from individual agencies. Reconcile and review monthly account statements and provide faculty with account summaries and projection reports on a monthly basis. Keep current with information regarding agency funding/spending guidelines and restrictions. Communicate information to faculty and staff to ensure guidelines set forth by agencies are followed. Advise faculty and staff of disbursements and purchasing policies and procedures. Ensure these policies are followed when processing reimbursements of supplies, equipment, travel, stipends, subcontracts, consultants, and etc. Work with faculty in advance of remaining time of project periods and account balances to ensure that extensions on projects are requested in a timely manner; if project has to be extended beyond current project period. Consult agency guidelines to provide faculty with options regarding extensions on research periods.

25%- Reconcile and generate monthly post-award financial reports. Conduct forecasts/projections for awards received to assure that original scope of work will be satisfied. Communicate with faculty, review original proposal submission, and verify applicable fringe and F&A rates to prepare forecasts, annual and final agency reports. Prepare financial reports required by external agencies.

5%- Perform other specials projects/duties as assigned.
**Requirements:** The incumbent must have a Bachelor’s Degree from an accredited four-year college or two years of office experience. The incumbent must have strong computer skills using MS Office Suite, Excel (including the use and development of spreadsheets), Word, and PowerPoint; excellent communication skills both written and verbal; superior analytical skills; strong budget management skills. The incumbent must have the ability to prioritize, organize, analyze and work independently in a fast-paced university environment; to handle the pressure of multiple deadlines, and maintain confidentially of employee records. The successful candidate will also have a front-line service philosophy, as there is a great deal of interface with faculty, staff, various members of the University community, granting agencies and various stakeholders. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

**Desired Qualifications:** At least six months work experience with contract and grant post-award administration. Working knowledge of Uniform Guidance and other federal terms and conditions. Working knowledge of PeopleSoft financial systems.

**Physical Requirements:** Ability to sit for several hours, use traditional office equipment, reach, grasp, and lift packages.

Review of applications/resumes will begin May 14, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf