Post Award Administrator, UAS 1068
UAS Sponsored Programs

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.

Position Overview: Under the supervision of the Post Award & Compliance Manager, 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. Develop and maintain a good working relationship with sponsoring agencies. Provide post award administrative support, including expenditure approval, accounting detail, project reporting, project billing and collection, and maintain account reconciliation.

Essential Functions: Provide post-award administrative support, including expenditure approval; 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 in accordance with the sponsoring agency guidelines; account balances and process budget changes when necessary to comply with original scope of work. 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. 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.

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. Perform other duties as assigned.

Requirements: Bachelor’s Degree from an accredited four-year college or two years of office experience. 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; excellent analytical skills; strong budget management skills. Must have the ability to prioritize, organize, analyze and work independently; to handle the pressure of multiple deadlines, and maintain confidentially of employee records. The successful candidate will also have a superior customer service.

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.
The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on July 29, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

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.

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.

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