



Departmental Finance Analyst - 60288-1A

Updated: Oct 10, 2023

Location: Irvine-Campus

Job Type:

Department: Engr Adv Power & Energy Pgrm

Job Opening ID: 60288

Reports To: Manager and Associate Director

Working Title: Departmental Finance Analyst

Department: Engr Adv Power & Energy Pgrm

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 006206

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

The Advanced Power and Energy Program (APEP) at the University of California, Irvine addresses the development, deployment, and environmental impacts of efficient, environmentally sensitive, sustainable energy conversion and power generation worldwide. At the heart of this endeavor is the creation of new knowledge brought about through fundamental and applied research, and the sharing of this knowledge through education, outreach, demonstration, and deployment. Industry is actively engaged and vital to this effort. The Advanced Power & Energy Program Contracts and Grants Unit provides quality assistance to faculty, researchers, and other academic personnel affiliated with the Program obtain (Pre-Award) and manage (Post-Award) sponsored awards that support research, training, and other activities. The position ensures timely, accurate, and responsible stewardship of funds by carrying out these administrative activities within UC, UCI, Federal, State, and agency policies, procedures, and regulations.

Uses skills as an experienced research administrator to independently develop and/or oversee research proposals, awards, and/or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Works on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Supports APEP activities related to membership, non-restricted fund projects and outreach activities. Works on complex proposals and awards that may involve multiple investigators and / or multiple sub awards.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
30		Pre-Award Activities
	Yes	Department Role (DR): Prepares complex proposal budgets and support documents that are required by proposal guidelines.
	Yes	Coordinates proposal submissions.
	Yes	Works with the School/Campus to identify activities that can lead to Sales and Service Agreements.
	Yes	Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators
	Yes	Assists in support of audit as directed by senior staff.
	Yes	Collaborates with Post-Award Analyst and facilitates a soft handoff once proposals have been awarded. Provides insight critical to the successful management of such awards and flags any necessary and pertinent information to the analyst help them successfully manage the award with the PI.
50		Post-Award Activities

	Yes	(DR): Organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for faculty research programs.
	Yes	Provides post-award financial administration and management for research funds and non-restricted funds in accordance with organization policy and agency requirements.
	Yes	Coordinates and implements budget allocations, conceives of and maintains chart of accounts or other data management tools, and related business processes. Prepares journal entries, maintains and reconciles ledger accounts. Participates in gathering data from the general ledger

		for the collection of information for UBIT, preparing summary schedules, and either answering questions from departments or coordinating getting answers.
	Yes	Applies professional knowledge / experience to prepare, review, and / or approve financial transactions.
	Yes	Independently gathers information as needed to perform financial analysis.
	Yes	Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators
	Yes	Assists in support of audit as directed by senior staff.
	Yes	Responsible for ensuring all financial records required for contracts and grant funding are complete, correct and maintained for accounting and auditing purposes.
	Yes	Perform year-end financial closing functions for all accounts. Thorough planning and analysis, maintain a positive balance in all accounts.
20		Special Project Activities
	Yes	Provide analysis and input on a variety of issues and operational procedures. Projects may be assigned or self-identified.
	Yes	Serve as back-up to colleagues and be familiar with their assigned accounts/workload to provide advice, guidance, and final decisions,

		as necessary.
	Yes	As required, provide contract and grant administrative/ financial assistance to affiliated Research unit(s) when short-staffed due to illness, vacation or vacancy of other positions.
	Yes	Support Center outreach and membership activities as needed.
	Yes	As needed, support payroll activities and/or purchasing.

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

\$66,700.00 - \$92,600.00 (Annual Salary) Expected Pay Range within the Full Salary Range
 \$66,700.00 - \$118,500.00 (Annual Salary)

Required:

- 5-7 years of experience with BA/BS / Equivalent experience

Bachelor's degree in related area and / or equivalent experience / training.

Ability to manage significant volume of transactions. Ability to perform complex financial analysis and customized reporting. Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports. Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas. Maintains current knowledge of compliance regulations in all areas of research administration. Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles. Demonstrated knowledge of effective grant funding processes, procedures and techniques Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor's guidelines. Experience working as part of a professional team and in maintaining confidentiality. Ability to establish and maintain effective working relationships with staff, department heads, faculty and students of various social, cultural, economic and educational backgrounds. Demonstrated organizational skills with a strong attention to detail and ability to prioritize assignments when faced with heavy workload and competing deadlines.

Preferred:

Thorough knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc. Experience administering research funding from the National Science Foundation, National Institutes of Health, Department of Defense and Department of Energy. Demonstrated skill in understanding, interpreting and appropriate application of University of California Policies and Procedures as they relate to finance, contracts and grants, and sales and services activities, equipment management, and gift administration. Proficient in the use of UC Campus financial systems, such as KR, KFS, UCPath, PI Report, GEC and BAT functions. UC experience managing multi-million dollar research awards.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

Background Check and Live Scan

Legal Right to work in the United States

Vaccination Policies

Smoking and Tobacco Policy

Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

California Child Abuse and Neglect Reporting Act

E-Verify

Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/newhire/conditions-of-employment.php>

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain

working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.