



**Requisition #4316**

**Sr. Contracts & Grants Analyst (Pre-award)**

**Job Summary:**

We will be hiring in the Finance Analyst series which includes the following job titles:

Contracts & Grants Analyst  
Senior Contracts & Grants Analyst (Pre-Award)

The hiring authority will determine the initial job title based on the qualifications of the selected candidate. Please reference each position description for responsibilities as well as skills, knowledge and abilities required/preferred.

**Contracts & Grants Analyst**

Under the general supervision of the Technology, Engineering, and Computing (TEC) Contracts & Grants Supervisor, the incumbent is responsible for the financial and administrative management of federal and private contracts and grants as well as other extramural funds that support various research and instructional programs supported by the TEC- Contracts & Grants Team in the Henry Samueli School of Engineering. As part of the TEC Team, the incumbent is responsible to assure compliance and report findings to the TEC Team, Analyst, or Supervisor in regards to contract and grant costing principals.

**Senior Contracts & Grants Analyst (Pre-Award)**

Under the general supervision of the Technology, Engineering, and Computing (TEC) Supervisor, the incumbent is responsible for the financial and administrative management of complex federal and private contracts and grants as well as other extramural funds that support various research and instructional programs supported by the TEC Business Center in the Henry Samueli School of Engineering. As part of the TEC Team, the incumbent is responsible to assure compliance and report findings to TEC Team, Analyst, or Supervisor in regards to contract and grant costing principals.

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](#).

Salary: Monthly \$4964.58 - \$5862.17

Total Hours: 8-5, M-F

Career Position.

Sit for prolonged periods of time at a computer terminal.

Limited vacation usage during fiscal close.

Work occasional extended hours to meet operations or grant deadlines, usually on short notice.

Final candidate subject to background check.

As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

Please attach your resume.

[Click here to see the Henry Samueli Sch. Engineering website.](#)

View Job Description for the position requirements.

**\* Job Description:**

Contracts & Grants Analyst

Job Essential Function 1

Percent of Time: 90%

The position will be responsible for managing either Pre-Award OR Post-Award Contracts & Grants (C&G) process OR a combination of the two types of award for the portfolio of PIs assigned, as operational needs require and assigned by management.

#### Contracts and Grants Administration

##### Pre-Award Activities:

In consultation with principal investigator (PI), prepare budgets and budget justifications for proposed research projects. Research and incorporate appropriate payroll, travel, equipment and computing costs, ensuring compliance with University and agency policies and procedures. Under the direction of the Contracts & Grants (TEC) Supervisor, advise PIs regarding proper justification of research and non-research costs so that anticipated award amount will be sufficient to maintain adequate support levels. Work with PIs to resolve any anticipated unallowable costs. Audit all budgetary and anticipated expense transactions in proposal, ensure that such transactions are within University, Federal or other agency guidelines.

Organize and maintain proposal and associated financial files for funding associated with assigned PIs. Ensure compliance with all granting agency guidelines or UC policies and procedures.

Analyze current policies and procedures and make recommendations to the TEC Supervisor on improving processes.

Review changes in University, Federal and agency-specific guidelines for applicability to future/upcoming contract and grant award proposals.

Assists faculty during pre-proposal/application phase of contract and grant funding, including dissemination of information regarding possible funding sources and interpretation

of agency guidelines. Provides analysis of restrictions and regulations pertaining to the various sources of support.

Interact with campus or agency personnel when necessary to resolve unclear areas of policy.

Coordinates extramural funding proposals through the UCI approval structure and assure compliance with regulatory agencies. Maintains comprehensive files on all pending, funded or denied extramural proposals. Assists faculty in the processing of protocols, and maintains protocol files and tracks details.

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.

Prepares budget to assist faculty in obtaining a rate appropriate for sales and services income.

#### Post-Award Activities:

As directed by the TEC Supervisor, control financial and budgetary transactions for federal, state, and private contracts and grants. Perform financial analysis, as needed checks with management on the preparation of reports, and determine courses of action to successfully maintain the on-going accounts for the TEC's PI. Responsible for all fiscal activities for assigned funds. Work closely with pertinent faculty and staff to provide direction on fiscal matters. Coordinate financial and administrative processes through the respective School's/units departments and administration.

Analyze and enact appropriate allocation of resources for a variety of accounts awarded to research groups. Analyze existing financial resources and advise PI on the appropriate course of action on all financially related issues. Responsible for compliance with federal (primarily Uniform Guidance and CAS) and agency specific policies.

Organize and maintain proposal and associated financial files for funding associated with assigned PIs. Ensure compliance with all granting agency guidelines or UC policies and procedures. Responsible for the administration, accounting, reconciliation, and reporting of assigned funds (to include but not limited to: extramural, set-up, discretionary, equipment, sales & service, recharge, etc.).

Review changes in University, Federal and agency-specific guidelines for applicability to current contract and grant awards. As directed by the TEC Supervisor, disseminate information to appropriate faculty and staff and provide direction as to changes in procedures to assure compliance. Interact with campus or agency personnel when necessary to resolve unclear areas of policy.

Analyze current policies and procedures and make recommendations to the TEC Supervisor on improving TEC unit processes as well as processes that relate to supported school and research units (e.g.; payroll, purchasing, equipment management, recharges, travel, petty cash and expense transfers).

Project expenditures for each delegated fund source. After analysis and consultation with PI, enact necessary changes to maintain proper financial stability of each funding source while assisting the PI with the short and long term goals of their program. Through on-line

systems, independently prepare fund and expense transfers.

Control expenditures for various accounts and funds including payroll, supplies, equipment, travel and services. Provide direction to research groups on the appropriateness of contemplated financial transactions and advise PI of questionable areas. Advise PI when agency approval is required and initiate actions to request approval. Audit all budgetary and expense transactions as per University, Federal or other agency guidelines.

After analysis of relative data, develop financial planning statements and reports incorporating past, current and future expenditures. Compile various financial reports as required by specific agencies concerning expenditure detail, projection of future costs and cost sharing.

Responsible for insuring all financial records required for contracts and grant funding are complete, correct and maintained for accounting and auditing purposes.

Perform gift administration activities to assist faculty as to the appropriateness of gifts and sales/services income. Provide direction to facilitate the gift acceptance process and monitor activities on all Foundation accounts assigned.

Perform year-end financial closing functions for all accounts. Thorough planning and analysis, maintain a positive balance in all accounts.

#### Job Essential Function 2

Percent of Time: 10%

#### Special Project Analysis

Provide analysis and input on a variety of issues and operational procedures. Projects may be assigned or self-identified.

Serve as back-up to colleagues and be familiar with their assigned accounts to provide advice, guidance, and final decisions, as necessary.

As required, provide financial assistance to affiliated Research unit(s) when short-staffed due to illness, vacation or vacancy of other positions.

#### SKILLS, KNOWLEDGE AND ABILITIES:

##### Required:

Demonstrated skill in financial analysis, planning, and administration of research budgets from multiple agencies that fluctuate from month to month. This includes audit planning and preparation, rate analysis, cost/benefit analysis, and research program fund administration. Demonstrated ability to performing financial analysis and problem resolution and in following through on assignments with minimal direction.

Demonstrated skill in analyzing information, problems, situations, and procedures to:

- define the problem or objective
- identify relevant factors, concerns, patterns or tendencies
- recognize alternatives and their implications
- formulate objectives and conclusions

Proficient writing skills in order to prepare factual memos and analytical reports in an independent manner.

Ability to calculate statistical information and format into management reports.

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 understanding and application of various audit concepts and principles.

Proficient in the use of computers including software such as Microsoft Excel and Microsoft Word

Demonstrated skill in understanding, interpreting and appropriate application of current federal, state and University regulations relating to contracts and grants administration to include Uniform Guidance and CASB applications

Demonstrated skill in contract and grant budget preparation, analysis and projection. This includes cost and revenue analysis, and projecting income and expense trends.

Demonstrated organizational skills with a strong attention to detail and ability to prioritize assignments when faced with heavy workload and competing deadlines.

Strong interpersonal skills and ability to handle stressful situations.

3-5 years of experience with BA/BS / Equivalent experience

Desired:

Experience administering research funding from the National Science Foundation, National Institutes of Health, and the 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.

A minimum of 1-3 years of UC experience managing multi-million dollar research awards.

Proficient in the use of UC Campus financial systems, such as KFS, PAL Inquiry, EDB Inquiry, Data Warehouse, PI Report, GEC, and BAT functions

Senior Contracts & Grants Analyst (Pe-award)

Job Essential Function 1

Percent of Time: 90%

The position will be responsible for managing either Pre-Award OR Post-Award Contracts & Grants process OR a combination of the two types of award for the portfolio of PIs assigned, as operational needs require and assigned by management.

Contracts and Grants Administration

Pre-Award Activities:

In consultation with principal investigator (PI), prepare budgets and budget justifications for proposed research projects. Research and incorporate appropriate payroll, travel, equipment and computing costs, ensuring compliance with University and agency policies and procedures. Advise PIs regarding proper justification of research and non-research costs so that anticipated award amount will be sufficient to maintain adequate support levels.

Work with PIs to resolve any anticipated unallowable costs. Audit all budgetary and anticipated expense transactions in proposal, ensure that such transactions are within

University, Federal or other agency guidelines.

Organize and maintain proposal and associated financial files for funding associated with assigned PIs. Ensure compliance with all granting agency guidelines or UC policies and procedures.

Analyze current policies and procedures and make recommendations to the TEC Supervisor on improving unit processes.

Review changes in University, Federal and agency-specific guidelines for applicability to future/upcoming contract and grant award proposals.

Advise faculty during pre-proposal/application phase of contract and grant funding, including dissemination of information regarding possible funding sources and interpretation of agency guidelines. Provide analysis of restrictions and regulations pertaining to the various sources of support.

Interact with campus or agency personnel when necessary to resolve unclear areas of policy.

Coordinates extramural funding proposals through the UCI approval structure and assure compliance with regulatory agencies. Maintains comprehensive files on all pending, funded or denied extramural proposals. Assists faculty in the processing of protocols, and maintains protocol files and tracks details.

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.

Prepares budget to assist faculty in obtaining a rate appropriate for sales and services income.

Post-Award Activities:

Independently control financial and budgetary transactions for complex federal, state, and private contracts and grants. Perform independent financial analysis, prepare complex reports, and determine courses of action to successfully maintain the on-going accounts for the TEC's PIs. Responsible for all fiscal activities for assigned funds. Work closely with pertinent faculty and staff to provide direction on fiscal matters. Coordinate financial and administrative processes through the respective School's/units departments and administration.

Analyze and enact appropriate allocation of resources for a variety of accounts awarded to research groups. Analyze existing financial resources and advise PI on the appropriate course of action on all financially related issues. Responsible for compliance with federal (primarily Uniform Guidance and CAS) and agency specific policies.

Organize and maintain proposal and associated financial files for funding associated with assigned PIs. Ensure compliance with all granting agency guidelines or UC policies and procedures. Independently responsible for the administration, accounting, reconciliation, and reporting of assigned funds (to include but not limited to: extramural, set-up, discretionary, equipment, sales & service, recharge, etc.).

Review changes in University, Federal and agency-specific guidelines for applicability to

current contract and grant awards. Disseminate information to appropriate faculty and staff and provide direction as to changes in procedures to assure compliance. Interact with campus or agency personnel when necessary to resolve unclear areas of policy.

Analyze current policies and procedures and make recommendations to the TEC Supervisor on improving Unit processes as well as processes that relate to supported school and research units (e.g.; payroll, purchasing, equipment management, recharges, travel, petty cash and expense transfers).

Project expenditures for each delegated fund source. After analysis and consultation with PI enact necessary changes to maintain proper financial stability of each funding source while assisting the PI with the short and long term goals of their program. Through on-line systems, independently prepare fund and expense transfers.

Control expenditures for various accounts and funds including payroll, supplies, equipment, travel and services. Provide direction to research groups on the appropriateness of contemplated financial transactions and advise PI of questionable areas. Advise PI when agency approval is required and initiate actions to request approval. Audit all budgetary and expense transactions as per University, Federal or other agency guidelines.

After analysis of relative data, develop financial planning statements and reports incorporating past, current and future expenditures. Compile various financial reports as required by specific agencies concerning expenditure detail, projection of future costs and cost sharing.

Responsible for insuring all financial records required for contracts and grant funding are complete, correct and maintained for accounting and auditing purposes.

Respond to audit inquiries and facilitate actions necessary during audit reviews.

Perform gift administration activities to assist faculty as to the appropriateness of gifts and sales/services income. Provide direction to facilitate the gift acceptance process and monitor activities on all Foundation accounts assigned.

Perform year-end financial closing functions for all accounts. Thorough planning and analysis, maintain a positive balance in all accounts.

Job Essential Function 2

Percent of Time: 10%

Special Project Analysis

Provide analysis and input on a variety of issues and operational procedures. Projects may be assigned or self-identified.

Provide advice and guidance to other Financial Analyst(s). Serve as back-up to colleagues and be familiar with their assigned accounts to provide advice, guidance, and final decisions, as necessary.

Take the initiative to assist in training new financial analysts or student assistants.

As required, provide financial assistance to affiliated Research unit(s) when short-staffed due to illness, vacation or vacancy of other positions.

## SKILLS, KNOWLEDGE AND ABILITIES:

### Required:

Demonstrated skill in financial analysis, planning, and administration of complex multi-million dollar research budgets from multiple agencies that fluctuate from month to month. This includes audit planning and preparation, rate analysis, cost/benefit analysis, and research program fund administration.

Demonstrated ability to work independently in financial analysis and problem resolution and in following through on assignments with minimal direction.

Demonstrated skill in analyzing information, problems, situations, and procedures to:

- define the problem or objective
- identify relevant factors, concerns, patterns or tendencies
- recognize alternatives and their implications
- formulate objectives and conclusions

Proficient writing skills in order to prepare factual memos and analytical reports in an independent manner.

Ability to calculate statistical information and format into management reports.

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 understanding and application of various audit concepts and principles. Ability to understand the requirements of an audit and to impart accurate information to an auditor.

Proficient in the use of computers including software such as Microsoft Excel and Microsoft Word

Demonstrated skill in understanding, interpreting and appropriate application of current federal, state and University regulations relating to contracts and grants administration to include Uniform Guidance and CASB applications

Demonstrated skill in contract and grant budget preparation, analysis and projection. This includes cost and revenue analysis, and projecting income and expense trends.

Demonstrated organizational skills with a strong attention to detail and ability to prioritize assignments when faced with heavy workload and competing deadlines.

Strong interpersonal skills and ability to handle stressful situations.

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

### Desired:

Experience administering research funding from the National Science Foundation, National Institutes of Health, and the Department of Energy.

A minimum of 3-5 years of UC experience managing multi-million dollar research awards.

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 KFS, PAL Inquiry, EDB Inquiry, Data Warehouse, PI Report, GEC, and BAT functions

Below are general guidelines on the position's physical, mental, and environmental working conditions.

In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210.

Bend: Occasionally

Squat: Occasionally

Crawl: Occasionally

Climb: Occasionally

Kneel: Occasionally

Handle Objects: Frequently

Push/Pull: Occasionally

Reach Above Shoulder Level: Occasionally

Sit: Frequently

Stand: Frequently

Walk: Frequently

Use Fine Finger Movements: Constantly

Carry/Lift Loads up to 25 Pounds: Occasionally

Carry/Lift loads between 25-50 lbs: Not Applicable

Carry/Lift Loads over 50 Pounds: Not Applicable

Read/Comprehend: Constantly

Write: Constantly

Perform Calculations: Constantly

Communicate Orally: Constantly

Reason and Analyze: Constantly

Chemical/Biological Agent: Not Applicable

Construction Activities: Occasionally

Contact with Water/Liquids: Occasionally

Drive Motorized Equipment: Not Applicable

Confined Spaces: Occasionally

Elevated Work Location: Not Applicable

Radioactive Materials: Not Applicable

Temperature Variations: Occasionally

Gas System: Not Applicable