

California State University, Fresno Association, Inc.

MANAGER, POST AWARD ADMINISTRATION – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #23-539

POSITION SUMMARY:	<p>Full-time, benefited position with Foundation Financial Services. Under the direction of the Associate Director, Post Award Administration, the Post Award Manager is responsible for the supervision and day-to-day operation of post-award contract administration and staff. This position provides leadership to the overall post-award function to ensure the proper and timely administration of all sponsored program grants and contracts. This position will exhibit positive leadership and initiative in all contacts throughout the campus community and sponsoring agencies. The Manager is charged with team coordination, contract issuance and compliance, workflow management, daily operational oversight, communications coordination, and issue resolution.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Associate Director, Post Award Administration, the Post Award Manager will be responsible for the following:</p> <ul style="list-style-type: none"> • Manage the administration of grants and contracts from notice of award to initiation of project, through account closure, record retention and any subsequent audit requirements. • Manage and ensure timely administration and issuance of Subawards, Professional Services Agreements, and other vendor agreements related to sponsored program/post award activity. • Coordinate with the Office of Research and Sponsored Programs (“pre-award”), Principal Investigators (including their staff), and award sponsors to assure timely budget revisions necessary for proper administration of sponsored/post award programs. • Ensure compliance with laws, guidelines, and regulations as well as compliance with University and Foundation policies and procedures. • Oversee and ensure the proper administration of journal entries, purchase requisitions, payment authorizations, and other post award transactions. Reviews and monitors accounts receivable and collections; reviews and monitors close-out of accounts; participates in focus groups; participates in special projects, as assigned. • Supervise and mentor a team of Analysts and Assistants in coordination with the Associate Director. Supervisory duties include day-to-day training and mentoring of staff, on-going monitoring and evaluation of performance, analysis and assignment of workload, oversight of tasks and advanced problem solving. Holds regular team meetings. • Provide guidance to team members as well as other department professionals in developing solutions to more complex issues. Independently resolves issues in a timely manner. • Coordinate efficient workflow within the team and with campus departments. • Maintain a thorough knowledge of and ensures sponsored projects comply with the policies and procedures of the Foundation, the University, and federal, state, and agency regulations including but not limited to OMB circulars A-133, A-110, and A-21. • Review and provide oversight of various monthly reports including unbilled, aging, and project/financial report due dates. • Provide guidance and assistance to unit staff with problem resolution on interactions or issues related to Principal Investigators/Project Directors and their staff. • Prepare and present faculty training workshops on issues related to administering funded projects; develops written materials for training/informational purposes including the PI Handbook and oversees appropriate dissemination of these materials. • Provide administration of sponsored projects for a limited number of accounts on an as needed basis. • Review non-cash cost sharing, surcharge invoicing, effort reporting and federal equipment list. • Prepare Schedule of Expenditures of Federal Awards and Data Collection Form. • Provide customer service to project staff and grantor agencies. • Perform other job-related duties as assigned.

POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Minimum education is a bachelor's degree in one of the following areas: Business Administration or a closely related field. • Minimum of three (3) years' experience in working with sponsored/post award programs. • Prior supervisory/leadership experience preferred. • Demonstrated experience in the field of research administration; substantial work experience in administering grants, contracts, programs, and projects; knowledge of funding agency policies, procedures, and regulations regarding post-award administration; and a thorough knowledge and experience with OMB circulars A-133, A-110, and A-21. • Experience in analysis, research, reporting activities, and other projects with computer systems and software packages required for the tracking and administration of grants and contracts; ability to operate a computer system and software used in the development and maintenance of grant and contract fiscal and performance information. Experience training others in the operation of software programs. • Ability to function effectively in a detail-oriented capacity, to respond effectively to changes in priorities and overlapping deadlines, and to work independently. Regularly exercises independent determination of approaches to projects and priorities. • Excellent oral and written communication skills, interpersonal skills, and skills to function effectively as part of a team; capability to function effectively and efficiently in situations requiring a high level of tact and diplomacy.
COMPENSATION:	<p>\$5,000.00 – \$5,833.34 per month (\$60,000 - \$70,000 annual). Salary will be commensurate with education and experience. Benefits include health, dental, vision, retirement and life insurance, vacation, sick, and holiday pay.</p>
DEADLINE:	<p>Application review begins on December 1, 2023; open until filled.</p>
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed, or delivered in person:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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