UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
EXTRAMURAL FUND ACCOUNTANT 3

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Business and Financial Services:
The Business and Financial Services division provides prompt and reliable accounting and payroll services, ensures accurate financial information and reporting, and complies with applicable laws, regulations, policies and procedures. In support of our mission, we promote and improve the effectiveness and efficiency of our operation by working closely with the campus community and Computing & Communications to improve applications and reporting tools through participation in various workgroups and committees; developing and participating in training/workshops to disseminate information on our applications, tools, policies and procedures; leveraging technology to ensure financial information is readily accessible and available; and contributing to the control environment through interactions with the campus community.

Essential Functions:
The Extramural Funds Accountant position is responsible for post award administration which includes: Provide training and guidance to campus departments on various procedures/policies including Uniform Guidance 2 CFR, Part 200 (Subparts A thru F); the accounting, invoicing, reporting and cash draw downs on various awards for research, development and student aid funds; tasks associated with this responsibility require knowledge of cash management, forecasting techniques, advanced data analysis skills and interpretation of complex policies and guidelines. This position also serves as the backup for the coordinator of the Payroll Certification monthly processes. This position reviews contracts & grants agency terms and conditions to ensure adherence to University of California, Office of the President (UCOP) & University of California, Riverside (UCR) coding requirements on incoming contracts and grants via the UCR Proposal and Award Management Information System (PAMIS). This position also ensures compliance with the agency's terms and conditions during the award period. In FY2015, there were approximately 1,200 active awards that generated more than $157 million dollars in revenue.

Key Responsibilities Include:
- Helps implement and/or maintains one or a combination of general accounting systems.
- Prepares journal entries, maintains and reconciles ledger accounts.
- Provides record of assets, liabilities and other financial transactions.
- Provide training and direction to diverse groups of varying sizes on Uniform Guidance policies and procedures and also to ensure effective internal controls are in place at all times.
- Balances books periodically and prepares financial statements.
- Participates in gathering data from the general ledger for the collection of information for Unrelated Business Income Taxes (UBIT), preparing summary schedules, and either answering questions from departments or coordinating getting answers.
- Interprets reports and records for administrators and managers.
- Provides analysis for complex accounting projects.
- Ensure Uniform Guidance is applied consistently and with transparency throughout the campus; and apply Uniform Guidance to award analysis when preparing federal LOCs and invoicing.
- Coordinate and propose cash draws to optimize cash management; prepare expenditure and cash draw reports (e.g. Federal Cash Transaction Detail Reports and Financial Status Reports) according to agency guidelines, timelines, and processes; and suggest process improvements to increase overall efficiency and effectiveness in the management of cash.

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Key Responsibilities Include Continued:

- Federal and Non-Federal responsibilities include: Ensuring timely submission of financial reports (FFRs). This task requires the use of a variety of agency specific forms; coordination with campus departments; and a solid understanding of the general ledger, financial system applications, contract and grant award terms and effective interpretation of governmental guidelines. Reviewing all payroll and non-payroll cost transfers for compliance requirements. Collecting, reviewing, monitoring and finalizing any required cost sharing commitment for assigned agencies. Completing award close out procedures.

- Prepare fiscal year end closing entries, such as accruals and deferrals.

- Other responsibilities include: working under the direction of the Fund Manager on sponsor audits; provide backup support as the Payroll Certification Coordinator; and other tasks as assigned.

Minimum Requirements:

- Bachelor's degree in accounting or related area and/or equivalent experience/training. Experience analyzing and implementing process improvements.
- Ability to present information in a clear and concise manner both in writing and verbally.
- Thorough knowledge of accounting function and assignments.
- Proficiency in use of common desktop/web applications.
- Ability to independently gather, organize and perform accounting related analysis.
- Thorough knowledge of financial transactions and financial systems, as well as related policy, accounting and regulatory compliance requirements.
- Five years of experience in accounting or related field.
- Recent experience in the field of post award administration obtained at an institution of higher education with knowledge of Uniform Guidance 2 CFR, Part 200 (Subparts A thru F), OMB Circular A-21-Cost Principles for Educational Institutions and A-110 - Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Direct knowledge of and experience with complex awards. Demonstrated knowledge of governmental regulations governing the administration of contracts and grants.
- Successful experience developing and presenting training materials.
- Recent cash management experience with knowledge of effective cash management practices.
- Demonstrated experience and knowledge of invoicing and collection processes.
- Demonstrated ability to independently prioritize work and complete multiple projects with overlapping timelines.
- Keen eye for detail to ensure correct coding of data and to discern data anomalies. Experience performing mathematical calculations quickly and accurately.
- Skill in providing superior customer service and maintaining equanimity when conflict arises.
- Successful experience in exchanging ideas, information, and opinions with others to reach solutions. Demonstrated skill in establishing and maintaining collegial and effective working relationships.
- Hired applicant must successfully pass a background check through the Department of Justice.

Preferred Qualifications:

- Master's degree in business administration.
- Demonstrated knowledge of University of California policies and procedures.
- Demonstrated experience with University of California, Riverside Financial System (UCRFS) and/or PeopleSoft Financials.
- Fund accounting experience obtained at an institution of higher education.

Conditions of Employment:

This is a full-time career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Fiscal year end closing may require some overtime in June and July, and vacations are normally not approved in July. The budgeted annual starting salary range for this position is $51,400 - $76,400 annually. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Extramural Fund Accountant 3 position number is 201511231421.

Filing Date: Open until filled.