Position: Sponsored Programs Manager (Post Award)

DEPARTMENT: Office of Sponsored Programs

IMMEDIATE SUPERVISOR: Associate Director, Post Award

POSTING DATE: 09/25/2018

CLOSING DATE: Open Until Filled

SALARY: Range: $68,000 - $72,000 DOQ/E

EXEMPT STATUS: Exempt (Salary)

GENERAL NATURE OF POSITION:

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. OSP serves as the central coordination point for all grants and contracts, and works closely with Principal Investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

As a member of the Office of Sponsored Programs team, this position provides accounting oversight, and grant and contract management to a large volume of complex and restricted funds from a variety of sponsors such as federal, state, profit, nonprofit and local government agencies. The incumbent will also responsible for budget management, interpret, analyze regulations and maintain compliance with sponsor required provisions; and be dedicated to provide high quality of customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides post-award administrative support including, project account establishment such as analyzing contractual agreements and grant awards to determine administrative restrictions; properly administer awards in compliance with funding agencies. Understand and interpret broadly stated policies and guidelines; apply comprehensive knowledge and use independent judgment when policies or guidelines are not specific or clearly stated.

2. Provide financial compliance oversight and day-to-day management of projects funded from both public (federal, state, local government) and private (industry and non-profit organizations) sources, with multiple performance periods and varying administrative requirements.

3. Review, audit and approve expenditures and source documentations, including cost transfers with consideration to sponsor restrictions, regulatory compliance (allowability), and availability of funds. Track and monitor project expenditures, analyze variance of actual costs versus budget.
4. Maintain updated cost projections according to project dates, status of accounts, and availability of funds with consideration to maintaining workforce and project costs; and work with principal investigator and sponsor agency to discuss budget revision if necessary.

5. Manage funded projects with consideration to audits and compliance with the policies and procedures of San Jose State University, San Jose State University Research Foundation, the CSU system, and when applicable, OMB circulars, Federal Acquisition Regulations (FAR), and other federal and state guidelines.

6. Interacts with principal investigator, internal administrative within SJSU Research Foundation and academic units on campus to ensure regulatory compliance. Enforce restrictions to protect against audit disallowance or non-reimbursement of expenditures.

7. In partnership with account receivable team member monitor account cash flow, analyze variance of revenue to expenditures, and manage account invoicing for special projects if necessary.

8. Ensure proper financial accounting, including preparation and filing of financial reports, timely submission of the technical progress reports or deliverables by principal investigators in accordance with grant guidelines or contract provisions.

9. Monitor and document cash and in-kind costs share contribution or leveraging.

10. Review and monitor subcontracts.

11. Responsible for project close out to ensure contractual obligations and compliance requirements are met.

12. Assist with audits such as annual financial and single audit, and external agency audits.

13. Perform other job-related duties as assigned.

**INTERPERSONAL CONTACTS:**

1. Reports to the Associate Director of Sponsored Programs, Post-Award.
2. Develop and maintain effective working relationships with internal staff and departments, Principal Investigators, college deans, departmental chairs, and sponsor agencies on a regular basis.
3. Works closely with OSP Pre-Award Managers.

**QUALIFICATIONS:**

1. **Education**
   
   - Bachelor’s degree in Business or a related field is required. Five years of equivalent experience may be substituted in lieu of education.

2. **Experience**
   
   - Minimum of 3 years’ experience in a progressively responsible fiscal, accounting or closely related position in contracts and grants administration.
   - Minimum of 2 years in planning and managing complex budgets is preferred.
   - 2 or 3 years of work experience of increasingly progressive Project Management experience is preferred.

3. **Knowledge, Skills, Abilities required**
   
   - Successful candidate will have demonstrated knowledge, ability and skill in:
   - Thorough knowledge, experience and expertise in planning, managing and reporting complex budgets from

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multiple funding sources with varying terms and conditions.

- Preference for knowledge of governmental accounting principles, sponsor reporting requirements and audit policies, OMB circulars 2 CFR 200.
- Comprehensive understanding of accounting policies and practices, strong mathematical/analytical skills.
- Demonstrated experience in budget planning, forecasting, monitoring, and reporting.
- Ability to analyze a variety of complex regulations, apply sound judgment, draw logical conclusions, and find creative solutions to a variety of problems is necessary.
- Strong planning and organizing skills with ability to independently develop solutions to complex problems.
- Thorough knowledge of current computer and office automation equipment and software.
- Proficient in Internet research, MS Office, Excel spreadsheets, or other applicable software packages.
- Excellent oral and written communication skills.
- Familiarity with the pre-award proposal process desired.

4. Physical Requirement
- Must be able to operate a ten-key adding machine.
- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use

5. Complexity of Duties
- Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to get results would cause additional costs, affect staffing levels, and serious delays in overall schedule.
- Inaccurate decisions may have a critical effect on achievement of business objectives and result in the Foundation incurring excessive costs.

SUPERVISORY RESPONSIBILITIES:

None, but may oversee and guide student assistants.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

6. Benefits

The comprehensive benefit package includes:
   a) Ten health insurance plans to choose from
   b) Free dental and vision for employee and eligible dependents
   c) Paid Federal & State Holidays
   d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
   e) Vacation and separate sick plans
   f) Employee Discounts
APPLICATION PROCEDURE
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at

It may also be obtained from the Research Foundation through its website at

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code SPR 210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf ). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf ).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.