

# San José State University Research Foundation

## **Position: Post-Award Analyst**

DEPARTMENT:	Office of Sponsored Programs
IMMEDIATE SUPERVISOR:	Associate Director, Post-Award
POSTING DATE:	August 29, 2022
CLOSING DATE:	Open Until Filled
SALARY:	\$68,000-\$86,000 Annually Negotiable, DOQ/E
EXEMPT STATUS:	Exempt, Full-Time, Benefited

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### GENERAL NATURE OF POSITION

The San José State University Research Foundation (SJSURF) 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. Fully committed to delivering best-in-class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

As a member of the OSP 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 be responsible for budget management, interpret, analyze regulations and maintain compliance with sponsor-required provisions; and be dedicated to providing a high quality of customer service.

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### 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 administers 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 documentation, including cost transfers with consideration to sponsor restrictions, regulatory compliance (allowability), and availability of funds. Track and monitor project expenditures and analyze the 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 José State University, San José 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 receivables team members monitor account cash flow, analyze the 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, and 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 closeout 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.

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#### **INTERPERSONAL CONTACTS**

- 1) Reports to the OSP Post-Award associate director.
- 2) Develop and maintain effective working relationships with internal staff and departments, principal investigators, SJSU VP for Research and Innovation, AVP for Research, college deans, departmental chairs, and sponsor agencies on a regular basis.
- 3) Works closely with OSP Pre-Award specialists.

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#### **SUPERVISORY RESPONSIBILITIES**

None.

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#### **QUALIFICATIONS**

##### **Education and Experience**

- Bachelor's degree in Business or a related field.
- Minimum of two years of experience in a progressively responsible fiscal and/or research administration is required.
- Projects and budget management is preferred.
- Experience in electronic research administration is preferred.
- Knowledge of 2-CFR-200 (OMB Uniform Guidance) and the Federal Acquisition Regulation (FAR) is preferred.

### Knowledge, Skills, Abilities required

- Thorough knowledge, experience and expertise in planning, managing and reporting complex budgets from 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.

### 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

### 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.

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**NOTE:** 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.

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### BENEFITS

The Research Foundation provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid holidays.
- e) Retirement Plan includes employee deferrals and employer contributions, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.

- h) Paid training and professional development conferences.
- i) Hybrid work schedule.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

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## COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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## 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 formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). Please add **OSP PA AN** to the subject line of the email.**

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.

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## REASONABLE ACCOMMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

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## ABOUT THE SJSU RESEARCH FOUNDATION

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

The San José State University Research Foundation (SJSURF) is a non-profit auxiliary of San José 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.

**SJSURF 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.