EMPLOYMENT OPPORTUNITY

Purchasing, Financial and Administrative Specialist
(______Assistant III)

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for Purchasing, Financial and Administrative Specialist (______Assistant III). The Center, which was established in 1994, is based in the School of Public Health and is the premier source of health policy information for California. The Center is one of the nation's leading health policy research centers and the premier source of health policy information for California.

Responsibilities:

The Purchasing, Financial and Administrative Specialist is under the general supervision of the Manager of Financial Planning and Fund Management (Manager), the incumbent will support the Manager, an analyst, and another Senior Fund Manager in all UCLA Center for Health Policy Research fund management, purchasing, financial and administrative functions. Responsibilities include, but are not limited to: assist Principal Investigators with proposal preparation and submission; plan, monitor and analyze project expenses and status; identify potential problems and work with PIs to resolve issues; prepare internal financial reports; work with EFM to close funds upon project completion.

The Purchasing, Financial and Administrative Specialist will be processing travel and reimbursements, PAC/Bruin Buy entries, system updates of orders for invoices, reimbursements, supplies, professional services, and requisitions; review orders for completeness and appropriateness; queue maintenance; and resolution of billing errors. Special projects will also be assigned and performed as required.

Qualifications:

• Demonstrated ability to work both independently and in a team-oriented environment, to follow through on assignments with minimal direction and to independently prioritize work.
• Excellent organizational skills to prioritize assignments and establish and meet deadlines.
• Ability to learn, apply, train/disseminate a wide range of policy rules, regulations and procedures.
• Interpersonal skills to establish and maintain cooperative working relationships and work diplomatically and productively with professional and non-professional staff.
• Ability to organize effective record keeping and information retrieval systems to optimize efficiency minimize duplication of effort and maintain confidentiality.
• Ability to communicate effectively in writing, in person and by phone to convey ideas and
resolve problems.

- Skill in identifying and analyzing problems or goals, define the problem or objective, identify relevant concerns and recognize alternatives and their implications, and make recommendations for change.

- Computer skills to prepare and monitor funds, correspondence, databases, calendars, etc. using programs including Word, Excel, Access, Calendar Creator, QuickBooks, electronic mail, on-line accounting systems.

- Knowledge and ability to serve as a Fund Manager and resource for Center Principal Investigators, project directors and researchers in all aspects of planning and managing the finances for their grant activities.

- Experience in assisting with the preparation and submission of contract and grant proposals.

- Familiarity with agency and foundation grant requirements, policies and procedures affecting restricted and unrestricted fund expenditures.

- Knowledge of and experience with University policies and procedures pertaining to accounting transactions, including on-line systems. Familiarity with federal and state government, as well as foundation, policies and procedures governing appropriate contract and grant related expenditures.

- Familiarity with University accounting forms including: travel vouchers, check requests and other accounting forms and on-line systems for the same purpose.

- Understanding of UCLA PAC, Bruinbuy, and Express systems to audit and match source documents, and correctly submit requests for purchases.

- Proficiency in and knowledge of University travel and purchasing policies and procedures.

Other Details:

50% effort, full-time, career position. Salary: $24.00 - $34.38 per hour. Salary commensurate with experience. Excellent benefits. Equal Opportunity Employer.

How to Apply:

https://hr.mycareer.ucla.edu Search for Requisition #32143.