EMPLOYMENT OPPORTUNITY

SR. ADMINISTRATIVE ANALYST
(Fund Manager)

The UCLA Center for Health Policy Research (the Center) has an outstanding opportunity for Senior Administrative Analyst (Fund Manager). 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 Senior Administrative Analyst is under the direction of the Director, Finance and Administration (The CAO), the Senior Financial Analyst (The Senior Analyst) is responsible for the analysis, reconciliation, problem resolution, and financial reporting of extramural funds for the UCLA Center for Health Policy Research (The Center). Collaborate with Principal Investigators on proposal preparation and submission; plan, monitor and analyze project expenses and project status, identify potential problems and work with the Principal Investigators to resolve issues, prepare internal financial reports, and meet with the Principal Investigators on a monthly basis to review and discuss project status; coordinate agency financial reports, and prepare written correspondence to agencies required for re-budgeting and project extension requests; resolve any remaining discrepancies and work with Extramural Fund Management to close funds upon project completion. The Senior Analyst is responsible for quarterly financial analysis and long-range planning for faculty, staff, and student salaries and benefits; and for managing the Center's sales and services finances, and various donors/unrestricted funds. The Senior Analyst is responsible for completing special projects as assigned.

The Senior Analyst will ensure that the Center remains in compliance with University and funding agency policies, procedures, terms and conditions; and, reviews and recommends new administrative organizational policies and procedures to improve awards administration and minimize the risk of potential overdrafts. The Senior Analyst oversees operations of post-award activation and administration; works closely with Office of Contract and Grants Administration, Extramural Fund Management, and Purchasing to ensure that the Center's subcontracts are accurately executed and managed; trains and supervises support staff and student employees.

Qualifications:

- Skill in analyzing information, problems, situations, practices or procedures to identify and define the problem or objective; articulate concerns; formulate logical and objective conclusions, and, recommend solutions.
• Skill in coordinating and contributing to projects from the conceptual through the implementation stages.
• Familiarity with University procurement policies and procedures pertaining to subcontracts and consulting agreements.
• Ability to gather, analyze, interpret, and organize data and materials from diverse sources.
• Ability to design and implement systems, with adequate internal controls, for reporting and tracking grant and fund activities.
• Ability to design, generate, present and discuss clear, concise, and detailed statistical and financial reports.
• 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.
• Ability to work independently and collaborate as a team member to accomplish specific aims.
• Demonstrated knowledge of policies and procedures pertaining to accounting transactions and internal controls.
• Demonstrated ability to effectively manage multiple budgets, with different time-lines, project personnel, and deliverables from multiple sources.
• Interpersonal skills to effectively establish and maintain positive working relationships with departmental, school and campus personnel.
• Ability to organize, prioritize and complete work in a timely manner under a fluctuating workload and competing deadlines.
• Working knowledge of word processing, database, and on-line accounting systems, with advanced spreadsheet skills.
• Experience in the preparation and submission of contract and grant proposals.
• Experience in identifying and resolving discrepancies, preparing final financial reports and managing award close-out.
• Familiarity with agency and foundation grant requirements, policies and procedures affecting restricted and unrestricted fund expenditures.
• Familiarity with University accounting on-line processes and forms including: transfer of funds, UPAY, check request and other accounting forms and on-line systems.

Other Details:


How to Apply:

https://hr.mycareer.ucla.edu search for Requisition #31699.