

HSU Sponsored Programs Foundation

Job Announcement

This is not a state position.

Job Title: Assistant Finance Director
Location: Arcata, CA
Hours: Full time, 12 months/year, Exempt
Wage: \$30-\$40/hr. DOE
Project Name: Northern California Small Business Development Lead Center (Norcal SBDC)
Supervisor: SBDC Region Director

GENERAL INFORMATION:

The Norcal SBDC is part of Humboldt State University's Sponsored Programs Foundation. Headquarters are located on campus in Arcata, CA. The program serves the business community in 36 northern counties of California with non-credit education and consulting. Funding for these programs comes from the federal Small Business Administration (SBA). Humboldt State University has hosted the SBDC program since January 2006.

This position is a full-time, 12 month appointment. Benefits include medical, dental, vision, and life coverage. Retirement benefits become available after one year of service. While continuation of this position is foreseen for years to come, all Norcal SBDC positions are contingent on continued federal funding. This is not a state or federal position.

DUTIES:

The Assistant Finance Director reports to the Regional Director and provides contractual and financial oversight of the Northern California SBDC Regional Network. The Assistant Finance Director will also assist the Regional Director in planning, organizing, implementing, managing and evaluating financial aspects of the Northern California SBDC Lead Center and sub center activities throughout the regional network, and in developing proposals & contracts. On behalf of the Regional Director, the Assistant Finance Director is responsible for initiating, coordinating and insuring compliance with university procedures, including personnel and fiscal activities. This position will be responsible for the supervision of an Administrative Assistant, and student interns.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

Finance & Accounting

- Oversee the preparation of regular financial reports for the SBA and other funding entities. Manage financial reporting timeline and activities.
- Prepare the program budget, invoices from the centers for reimbursement, approves expenses and maintains budgetary records and files.
- Conduct financial review of sub centers and host institutions.
- Prepare financial reconciliation of quarterly grant sub-recipient invoices, and preparation of quarterly reports to funders.
- Responsible for maintaining the office budget, processing, tracking and reconciling expenditures, including payroll and contractual expenses;
- Track budgets for multiple projects with different funding sources and different performance periods;
- Prepare for bi-annual federal audit by Small Business Administration;
- Provide training for regional field office staff regarding contractual financial requirements.

Contract & Grant Management

- In coordination with the Regional Director, and HSU Sponsored Programs Foundation, prepares annual subcontracts for the sub-center host institutions.
- Interprets and maintains compliance with pertinent Federal, Regional and local laws, and contractual regulations. Provides training as needed for field office staff on compliance issues.

- Coordinate grant writing process for new grants and work collaboratively on producing proposals for grants and contracts;
- Oversee the grant calendar for the office—deadlines for applications, progress reports, field reports and closeout reports;
- Work in close coordination with Sponsored Programs Foundation on both Pre-Award and Post-Award processes;
- Train and advise field offices on correct use of contract forms and report documents.

Operations & Administration

- Represent Norcal SBDC on webinars and conference calls;
- Quickly become a high-end user of SBDC-specific database software;
- Refresh and maintain online shared document files. Create parameters for use of shared documents and train individuals on shared use;
- Troubleshoot day-to-day operations issues with building maintenance, equipment and inter-campus issues.

Communications

- Frequent phone and email communication with field offices;
- Assist with creation of curriculum (handouts, slide decks) meant for internal training of staff and field offices;
- Handle sensitive communications with professionalism and confidentiality.
- Other tasks as assigned

KNOWLEDGE, SKILLS, & ABILITIES:

- Thorough knowledge of and ability to apply extensive expertise to financial, budget, and account management functions.
- Expertise in and advanced knowledge of principles, problems, and methods of public administration and fiscal management, including principles of personnel management.
- Must have prior experience maintaining fiscal records. Understands budgeting and accounting principles and practices;
- Advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of budgeting, reporting, and financial management systems. Demonstrates ability to learn new technology and software. Is comfortable with emerging office technologies;
- Possesses the ability to prioritize, coordinate and complete tasks using independent judgment, accuracy and speed;
- Demonstrates ability to analyze and apply a variety of complete organizational policies and procedures;
- Communicates effectively both orally and in writing;
- Shows ability to establish and maintain strong relationship with variety of on-campus and off-campus stakeholders;
- Shows willingness to look at situations from several points of view; and
- Demonstrates ability to handle sensitive and confidential information in a responsible manner with tact and diplomacy.

MINIMUM QUALIFICATIONS:

- At least 4 years of experience in administration, bookkeeping and/or grant management fields;
- High level Excel user
- Must possess a valid California driver's license; and
- Must be able and willing to travel overnight several times per year.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who demonstrate the following:

- Bookkeeping and payroll experience in a nonprofit setting
- Prior experience in grant reporting and/or working in an organization that managed grants; or
- Coursework in Finance and Accounting

APPLICATION PROCEDURE:

Qualified applicants should submit the following items via email to Chase Kerrigan:

1. HSU application downloaded [here](#)
2. Cover letter
3. Résumé
4. Three professional reference contacts
5. [HSU SPF Employee Information Form for Applicants](#)

If you have any questions regarding this position, please email Chase at cck24@humboldt.edu.

Application review date: July 1st, 2019, by 5:00 p.m. (position is open until filled).

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](#) or call the SPF Office Manager at (707) 826-5169.

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