HSU Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Financial & Grant Analyst I
Location: Eureka, CA
Hours: Full Time/40 hours/week, 12 months/year, Exempt
Wage: $25.00 - $35.55 per hour, depending on experience
Project Name: Northern California Small Business Development Center (Norcal SBDC)
Supervisor: Associate Regional Director of Finance

GENERAL INFORMATION

The Norcal SBDC is part of Humboldt State University’s Sponsored Programs Foundation. Headquarters are located in Eureka, 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

Under the supervision of the Associate Regional Director of Finance, this position is responsible for the independent performance of varied specialized administrative and analytical duties, the ability to provide direction in the coordination of large multi-office projects related to Accounting, Grant Management, and Human Resources across campus entities, as well as regional offices throughout the 36 county region.

ESSENTIAL FUNCTIONS/ RESPONSIBILITIES

Finance & Accounting:
• Assist with financial reconciliation of quarterly grant sub-recipient invoices, and preparation of quarterly reports to funders.
• Responsible for processing, tracking and reconciling expenditures, including payroll and contractual expenses;
• In conjunction with the Finance Director, track budgets for multiple projects with different funding sources and different performance periods;
• Interface with University and Sponsored Programs Foundation to ensure compliance with funder policies, procedures, protocols;
• Assist with desk review of financial documents presented by field offices as part of annual fiscal review;
• Answer questions from regional field office staff regarding contractual financial requirements.
**Contract & Grant Management:**
- Process quarterly invoices from sub-contractors.
- Prepare progress reports for funders.
- Coordinate grant writing process, work collaboratively on producing proposals for grants and contracts.
- Track grant calendar for the office—deadlines for applications, progress reports, field reports and closeout reports.
- Train and advise field offices on correct use of contract forms and report documents.

**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;
- Represent Norcal SBDC on webinars and conference calls;

**KNOWLEDGE, SKILLS & ABILITIES**
- Has a thorough knowledge of office methods, procedures and practices;
- Must have prior experience maintaining fiscal records. Understands budgeting and accounting principles and practices;
- Experienced with computer word processing and spreadsheet applications;
- 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.

**PREFERRED QUALIFICATIONS**
Preference will be given to candidates who demonstrate the following:
- Prior experience working at Humboldt State University and/or another institution of higher education;
- Prior experience working for an SBDC program;
- Prior experience with PeopleSoft, or other institutional accounting system;
- Prior experience in grant reporting and/or working in an organization that managed grants; or
- AA or Bachelor’s Degree from an accredited college or university.

**MINIMUM QUALIFICATIONS**
- At least 4 years of experience in administration, bookkeeping and/or grant management fields;
- Expert (or higher) Excel user
- Must possess a valid California driver’s license;

**APPLICATION PROCEDURE:**
Qualified applicants should submit the following items via email to Chase Kerrigan at cck24@humboldt.edu.
1. HSU application downloaded here: https://forms.humboldt.edu/hsu-employment-application
2. Cover letter
3. Résumé
4. Three professional reference contacts
5. HSU SPF Employee Information Form for Applicants: https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer

Application Review Date: May 1, 2020 (position is open until filled)

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, 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 Front Office at (707) 826-4189.

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.