

# Cal Poly Humboldt Sponsored Programs Foundation

## Job Description

*This is not a state position*

<b>Job Title:</b>	Cultural Resources Facility Budget/Grant Manager
<b>Location:</b>	Cal Poly Humboldt Campus: Arcata, CA
<b>Hours:</b>	Full-time, Non-exempt, 12-month appointment
<b>Wage:</b>	\$25.00 - \$35.00/hour, commensurate with experience
<b>Project Name:</b>	Multiple CRF Grants/Contracts
<b>Supervisor:</b>	CRF Director/Co-Directors

Job offers a competitive wage and benefits package, with retirement eligibility after one year. Under the direction of the Cultural Resources Facility Director(s), this position acts as the budget and grant manager for the Cal Poly Humboldt Cultural Resources Facility (CRF). They are responsible for tasks related to project and budgetary management, and will work independently with moderate supervision. *This is not a state position.* This position is expected to report to the University CRF office five days per week, but may be allowed to telecommute at times.

### Essential functions of the job:

- Supervise and manage all aspects of the CRF budget team including Travel Advance/Expense Claim/Procurement and Payroll/HR staff including HR Actions associated with payroll but **excluding** HR functions of Directors which include but are not limited to disciplinary actions and payroll approvals.
- Responsible for tracking/overseeing multiple budget balances in OBI (campus budget system) and upkeep Google Sheets; keep CRF Directors informed of the status of all budget balances;
- Present a detailed summary, and high-level analysis of budget health to Director/Co-Directors and make recommendations on a bi-weekly basis or as needed/requested;
- Process bi-monthly payroll reconciliation;
- Oversee daily budget data entry into Microsoft Excel and Google Sheets;
- Coordinate contract/grant submissions to SPF;
- Develop budgets and generic narratives for grants/contracts;
- Review and oversee distribution of documents and correspondence for appropriate signatures using DocuSign and Adobe Sign;
- Oversee CRF administrative archives and retention procedures for all closed CRF admin files;
- Responsible for maintaining budgetary policies and procedures and updating procedures in collaboration with Director/Co-Directors as necessary;
- Staying up to date on University, Sponsored Programs Foundation, Federal, State, and local regulations related to the execution of grant/contract work;
- Work closely with the SPF Office as well as Accounts Payable, Payroll, Human Resources, Financial Services, Cashiers, Department Offices, and various funding agencies (Internal & External);
- Direct and oversee staff making travel arrangements on behalf of the CRF;
- Direct and oversee staff in the preparation and processing of travel claims submitted by CRF staff both in DocuSign and Concur systems;

- Direct and oversee staff preparing check requests/AP reimbursements submitted by CRF staff;
- Direct and oversee staff monthly reconciliation of travel cards and procurement cards;
- Direct and oversee staff payroll and onboarding/separation actions
- Assist Directors in managing contract databases and budget databases;
- Direct and oversee staff in the creation and administration a centralized travel advance/reimbursement tracking system and report out on the status bi-weekly to Director/Co-Directors;
- Relay administrative reporting requirements between CRF and the Sponsored Programs Office;
- Direct and oversee primary Procurement cardholder, purchasing office supplies and research equipment as necessary;
- Provide direct budget and grant support to CRF Directors and well as other staff as needed;
- Train new budget staff members and maintain relevant training resources and desk procedures;
- Become knowledgeable with University/SPF policies and procedures and how they relate to CRF business practices;
- Other duties as assigned.

**Minimum Qualifications:** Bachelor's Degree from an accredited college or University, 5 years of demonstrable budget and project management experience, and intermediate understanding of Microsoft excel and Google Sheets. Must be able to work Monday-Friday 8:00am to 5:00pm. A basic understanding of the Cultural Resource Management field.

**Preferred Qualifications:** Master's degree in business administration or related field from an accredited college or University, advanced understanding of GAAP accounting principles. Master's degree in archaeology or closely related field.

**Knowledge, Ability & Skills:**

Mastery of Microsoft Office and Google applications. Knowledge of relevant software applications (PeopleSoft, OBI, DocuSign) is preferred. Knowledge of office management systems and procedures; excels in organizational and planning skills; prioritize tasks, attention to detail and accuracy, adaptable to changing work environment, excellent customer service and problem-solving skills. Ability to self-manage, work independently, and deliver clear communication.

**How to Apply:**

To apply submit your resume and cover letter along with the \*\* [SPF Self-Identification Form for Job Applicants](#) to CRF@humboldt.edu

If you have any questions regarding this position email CRF@humboldt.edu.

Initial Application review date: **4/15/2024**. The application period will remain open until position is filled.

Cal Poly Humboldt 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 Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be [found here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.