

# HSU Sponsored Programs Foundation

Job Announcement

*This is not a state position*

**Job Title:** Financial & Grant Analyst I  
**Location:** Arcata, CA  
**Hours:** Full Time, 12 months/year, Exempt  
**Wage:** \$25-35.55/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 13 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 general supervision of the Regional Director, this position is responsible for the independent performance of varied specialized administrative and analytical duties as an office administrator, 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. This position will be responsible for the day to day operations of the SBDC Regional Lead Office, and the supervision of an Administrative Assistant, and the student interns.

## ESSENTIAL FUNCTIONS and RESPONSIBILITIES

### Finance & Accounting

- Assist with 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;
- In conjunction with the Finance Director, track budgets for multiple projects with different funding sources and different performance periods;
- Interface with Sponsored Programs Foundation to ensure compliance with HSUSPF and funder policies, procedures and protocols;
- Interface with Advancement Foundation to ensure compliance with policies and procedures for gifts/donations made to the program;
- Assist with desk review of financial documents presented by field offices as part of annual fiscal review;
- Assist with preparation for bi-annual federal audit by Small Business Administration;
- Track and follow up with in-kind donations, and prepare in-kind documentation for grant reporting;
- Answer questions from regional field office staff regarding contractual financial requirements.

### Contract & Grant Management

- Receive and process quarterly reports from sub-contractors. Use own discretion to merge and streamline documents into master regional reports;
- Prepare progress reports for funders;
- Coordinate grant writing process for new grants and 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;
- 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**

- Solicit and evaluate bids from contractors with adherence to HSU procurement policies;
- Represent Norcal SBDC on webinars and conference calls;
- Develop and maintain regional stakeholder databases and lists;
- 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.

### **Human Resources**

- Work with new employees to complete hiring paperwork;
- Set up offices for new employees;
- Maintain paperwork for student internships and volunteers. Assist Program Director with logistics related to summer internship program. Solicit and edit reports at end of internships.

### **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;
- Oversee production and use of client Success Stories. Train and advise field offices on proper formatting, distribute to marketing team for print and web applications; and
- Handle sensitive communications with professionalism and confidentiality.
- Other tasks as assigned

### **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, Hyperion, or other institutional accounting system;
- Prior experience owning or working within a small business;
- 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; and
- Must be able and willing to travel overnight several times per year.

### **APPLICATION PROCEDURE:**

Qualified applicants should submit the following items via email to Chase Kerrigan. If you have any questions regarding this position, email [cck24@humboldt.edu](mailto:cck24@humboldt.edu)

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

### **Application Review Date: May 24, 2019 5:00pm (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 Interim Compliance Support Coordinator 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.