

## California State University, Long Beach Research Foundation Position Description

<b>WORKING TITLE:</b>	Project Support Services Manager (PSSM)
<b>PAYROLL CLASSIFICATION:</b>	Administrative Support Assistant VI (N2206)
<b>DEPARTMENT:</b>	CSULB Research Foundation/Office of Research and Sponsored Programs (ORSP)
<b>STATUS:</b>	Full-time w/benefits (Exempt)
<b>POSTING DATE:</b>	September 12, 2017
<b>POSITION NUMBER:</b>	2388

### **BACKGROUND:**

The Office of Research and Sponsored Programs (ORSP) functions as a central hub which provides comprehensive Research Administration, Sponsored Programs Management, and Business Services support to all CSULB faculty Principal Investigators (PIs) and staff Project Directors. This support focuses on providing effective and efficient research administration services, which allows the faculty and staff to focus on teaching, developing and growing the research enterprise rather than performing day-today administrative or business services.

The successful accomplishment of research and academic programs and objectives is often dependent upon the timely procurement of laboratory materials, equipment, reimbursements and timely resolution of problems or issues related to grant activities. The ORSP Program Support Services Manager (PSSM) will serve as an expert resource to faculty and staff with grants and contacts by providing group and individual training, fielding questions sent via email or by telephone, as well as being a resource to the campus. The primary customers served are PIs, researchers, graduate/undergraduate student researchers and/or any individual who may require the help and support of ORSP.

The ORSP PSSM is a seasoned, experienced financial services professional with a full understanding of industry practices, as well as, campus and Research Foundation policies and procedures. This role is critical in maintaining a compliant research administration organization primarily because of the involvement with post award financial and administrative compliance. This position fills an essential role in the ORSP sponsored programs compliance function by working on a wide range of issues including, but not limited to: financial reconciliation, payment management and development of ORSP workflow procedures.

### **ESSENTIAL JOB FUNCTIONS:**

Act as the first point of contact for ORSP fund holders for administrative (financial and payroll) problem solving and policy and procedure interpretation and communication.

**Sub-recipient monitoring:** Coordinate with Pre and Post award to conduct subrecipient monitoring. – 5% Annual.

**Cost-match and reporting.** Work with College ASM's and Research Foundation accounting to properly record and report cost match reporting and tracking requirements. – 10% Monthly.

**Communications** – Manage and coordinate the communication of information for fund users, such as new policies and procedures, year-end closing processes, etc. and disseminates the

information to fund users. Consults, as necessary, with University Administrative Service Managers (ASM) to facilitate workflow and compliance between ORSP and the College/Department. – 5% Weekly.

**Training** – Manage and coordinate complex training activities and acts as a training resource for fund users on a variety of topics. Ascertains training needs of ORSP client base. Manage, coordinate and arrange for specific training activities for ORSP PSSM clients. Provide individual or group training for ORSP clients by conducting “Brown-Bag” seminars, new PI Orientations, “How To...” sessions and Data Ware House reporting. – 10% Annual organized group training and daily as needed for PI Support.

**Property Custodian** – Coordinate with the ASM, Department Record Keeper and University Property Management to transfer title of sponsored program acquired equipment from the Research Foundation to University. – 10% Monthly.

**Campus Services** - Responsible for authorizing expenses to a given chargeback provider (i.e., telephone, mail, Print Shop, Copier, Facilities, etc.). – 3% Daily.

**Procurement Card (P-Card)** – Analyze, reconcile and submit the P-Card holder’s monthly summary of charges. – 10% Monthly.

**Fund Oversight** – Have advanced knowledge of Data Warehouse reporting. Review assigned funds monthly to ensure the accuracy of fund revenues and expenses. Perform complex financial data analysis, as needed. Runs a variety of financial reports as needed for the fund user, including monthly project reports. Help PIs read, understand and reconcile their reports. Responsible for preparing journal entries/cost transfers as part of the reconciliation process with PIs. Work collaboratively with ORSP Grants and Contracts Administrators (GCA) to assist fund owners with financial projections, analysis or reconciliation of their funds. May also train end users on how to run reports. – 30% Daily.

**CFS Annual Security Audit** - Provide an annual confirmation that each fund user has the appropriate level of security access for their assigned fund(s). – 2% Annual.

**Human Resources/Payroll** - Provide guidance to supervisors in the interpretation and implementation of human resources hiring and payroll policies and procedures including, but not limited to: faculty/staff release time, additional employment, Research Foundation direct hires and independent contractors, timecard/reporting form submission, volunteer requirements, etc. – 10% Daily.

**Direction/Supervision** - Direct and supervise the day-to-day duties of the OSRP Faculty Liaison staff member which include, but are not limited to: processing of reimbursements for travel, hospitality, P-Cards, payments for goods and supplies, etc. Ensure work completion within schedule and constraints. – 5% Daily.

Other duties and responsibilities in financial support operations, human resources, payroll and other areas of project support may be included. Other duties as assigned.

#### **EDUCATION, SKILLS AND ABILITIES:**

Bachelor’s Degree; or, two years of progressively responsible, professional experience in a research education services function within an institution of higher education or research foundation serving higher education or other closely related experience; or, any combination of job related education and experience equal to two years. Grant and contract experience preferred. Ability to perform financial analysis, clearly and effectively express ideas both orally and in writing; ability to communicate and interact with diverse groups. Must be organized, have strong

computer skills including knowledge of Microsoft Office and must be highly proficient in Excel; previous experience with People Soft accounting software; (experience with the California State University People Soft financial software and Data Warehouse preferred); able to accommodate flexible scheduling during audit and/or deadline periods.

### **EDUCATION, SKILLS AND ABILITIES:**

Bachelor's degree in Business, Accounting or a related field plus five (5) years of experience in a management or high-level administrative capacity and supervisory experience required.

- Demonstrate strong analytical skills and work independently in providing senior staff with sound recommendations.
- Possess highly developed computer application program skills.
- Demonstrate effective communication and leadership skills to work with all levels of staff and administration
- Ability to manage resources and allocations.
- Ability to perform financial planning, forecast resources and project expenditures.
- Ability to analyze budget-related issues.
- Possess excellent interpersonal, verbal and written communication skills and strong follow through.
- Ability to analyze system processes with the emphasis on improved efficiency.
- Ability to follow all Research Foundation and University policies, procedures and guidelines including, but not limited: safety, civility and non-discrimination.
- Ability to maintain a safe and pleasant work environment.
- Ability to communicate with the University community in a civil, respectful manner.
- Ability to communicate effectively with a culturally and ethnically diverse campus community.
- Possess an in-depth understanding of financial management accounting systems.
- Ability to work independently and prioritize assignments in a complex, high pressure environment.
- Demonstrate strong in analytical skills and be able to take initiative in creating required tasks to improve effectiveness and efficiency in operation and management processes.
- Ability to interpret and apply policies/procedures and pertinent state/federal laws applicable to the Financial Management systems management in order to assure data integrity.
- Demonstrate a solid understanding of general accounting and reporting functions.
- Ability to generate data or reports from the University Financial Reporting systems.
- Demonstrate the ability to coordinate many different project tasks, determine relative importance of each, prioritize and set appropriate deadlines to complete all tasks accordingly.
- Ability to effectively supervise, motivate and coordinate staff/work team activities.
- Apply to apply independent judgment, discretion and initiative in performing job responsibilities.
- Ability and desire to work in a flexible, collaborative manner and to provide open feedback to customers, stakeholders, executive management, supervisors, coworkers and staff is required.
- Proficient knowledge of computer programs such as Word, Excel, PowerPoint and database related programs. Knowledge of PeopleSoft and Data Warehouse programs a plus.
- Must be dependable, flexible, self-motivated and detail oriented.

- Must be able to accept constructive criticism, prioritize work load and interact positively with a wide variety of individuals.
- Regular, punctual attendance required.

### **BACKGROUND CHECK REQUIREMENT**

A background check (including a reference and criminal records check) must be completed and the individual cleared before any candidate can start work with the CSULB Research Foundation. Failure to complete the background check and receive clearance may affect the application status of individuals and/or continued employment of current CSULB Research Foundation employees who apply for a new position.

**SALARY:** \$2916.67 - \$3750.00 per pay period (24 pays annually)

**FILING DEADLINE:** Open Until Filled

### **APPLICANT PROCEDURE:**

Interested individuals should forward their cover letter, resume and completed employment application referencing position to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at [www.foundation.csulb.edu](http://www.foundation.csulb.edu) for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

### **NOTICE:**

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.  
Submit with resume/application to Research Foundation HR.

## **AFFIRMATIVE ACTION INFORMATION FORM**

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: \_\_\_\_\_

2. You may check any items applicable to you:

Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.

Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.

Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at [www.opm.gov/veterans/html/vgmedal2.htm](http://www.opm.gov/veterans/html/vgmedal2.htm). Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_