

[Close Window](#)**Position Information**

Requisition Number	20130548
Working Title	ANR Systemwide Programs Business Officer
Appointment Type	Staff - Career
Personnel Program	PSS-Uncovered
Work Hours	Monday-Friday, 8:00am-5:00pm
Percentage of Time	100
Organizational Area	ANR:Planning & Evaluation
Location:	Other
If Other:	ANR Building, Davis, CA
Posting Salary	Min: \$58,600 Mid: \$86,900
Position Summary	<p>Under general direction of the Director, provides high-level fiscal, analytical, administrative and policy/procedure support to the Associate Vice President, Assistant Vice President, Strategic Initiative Leaders, Statewide Program Directors, and Analysts. Independently manages short and long-term budget planning, rate generation, financial oversight, and pre and post grant management for statewide initiatives.</p> <p>Administers post-award type administration, research project management, procedure development, and complex budget/financial management and reporting. Performs high level analytical and problem solving support to the Assistant Vice President, SI Leaders, Program Directors/Fiscal Officers in relation to base and current year budget allocations and fiscal matters of significant complexity.</p>
Special Conditions of Employment	Overtime Travel Travel outside of normal business hours
Other Special Conditions of Employment	Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle

used is required.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.

Special Instructions/Additional Information

[Click Here](#) for more information

Job Close Date 12-06-2013

Quicklink for Posting jobs.ucop.edu/applicants/Central?quickFind=56815

Job Duties

4 Records

Duties	Function	(%)
<p>- Manage and provide short and long-term budget planning and fiscal administrative support to Executives, Directors and Initiative Leaders.</p> <p>- Preparation of program budgets and rates</p> <p>- Performs Account Manager duties managing of pre-award and post-award grant processes as necessary. Administration, analysis, monitoring of financial transactions related to payroll, purchasing, accounts payable, accounts receivable, and other business functions including effort reporting, cost share commitment reporting; verify and reconcile reports with payroll data, recharges and back up documentation and initiate steps to correct erroneous or inaccurate charges; maintain and coordinate dispersal of extramural funds and monitor all DaFIS related extramural financial activities in compliance with federal, state, UC, and other regulatory agencies for the designated award(s) including closing fund accounts and submitting final financial reports; oversee rate analysis as necessary, preparation and administration, invoice and/or recharge billing and perform all steps related to fiscal close. Maintain financial controls and files regarding annotation and retention of extramural financial records, in compliance with federal, state, university and sponsor regulations, policies and procedures.</p>	Fiscal Management and Administration	50
<p>Develop and maintain budgetary control systems to ensure the accuracy of data for budget projections and reporting. Includes development of appropriate accounting assessment mechanisms and establish procedures for business activities. Provide oversight of forecasting, budgeting, reporting and fund administration. Work with ANR Executives, Directors and Strategic Initiative Leaders to coordinate budgets of the 80 ANR Workgroups and 11 Program Teams (involving CE and AES academics on 3 campuses and 51 county offices). Provide budgetary analysis for the ANR Grants Program annually awarded to academics throughout ANR. Analyze the allocation of these resources, both current and historic. Develop projections for permanent and temporary budget allocations. Review appropriate financial reports. Design processes for tracking budget variances. Set procedures to ensure compliance with UC policies, account structure creation, distribution of funds, supervision of processing of expenditures on all accounts.</p>	Budget Planning and Analysis	35

Work closely with Executives, Directors and Leaders to respond to inquiries from individual faculty, specialists and advisors and colleges and statewide offices.

3	Coordinate ANR systemwide budget process and provide analytical support for managers and administrators as necessary, assisting with budget implementation and allocations and providing analytical reports to directors and leaders on administrative and budgetary issues. Advise various program units to ensure compliance with UC/ANR personnel practices, policies and procedures. Participate in UC systemwide initiative teams as necessary (UC Path, Common Chart of Accounts, ANR Legacy Account cleanup).	Analytical Support and Consultative Services	15
4	Promote, in all ways consistent with the other responsibilities of the position, Accomplishment of the Affirmative Action goals established by the Division.	Affirmative Action	0

Job Requirements

13 Records

Job Req	Req/ Pref
Financial and business management skills and experience to perform extensive in-depth budgetary and financial analysis.	Required
At least six years of progressively responsible experience and working knowledge of personnel and fiscal management, budgets, financial forecasting, and fund accounting is required.	Required
Excellent interpersonal skills. Knowledge and ability to effectively and efficiently to work with a wide range of people and projects, locally and remotely, to accomplish a wide range of complex tasks and projects. Ability to deal tactfully and equitably with others to develop cooperative relationships.	Required
Knowledge of budgetary cycles and practices, personnel/payroll practices, business agreements, and organizational policies and procedures.	Required
Initiative and ability to work independently and as part of a team.	Required
Skills to analyze complex information or problems in an objective manner and derive logical conclusions to provide a sound basis for establishment of priorities, selection of appropriate courses of action for pursuit or recommendation to others, and to resolve conflict.	Required
Strong computer knowledge, background, and skills to both evaluate and utilize various software programs such as word processing, spreadsheets, and database management programs, as well as email	Required
Ability to be flexible under pressure and changing priorities.	Required
Excellent oral and written communication skills. Ability to communicate effectively complex issues and concepts in a wide range of settings using a wide variety of communication modes.	Required
Analytical skills to anticipate/identify problems, perform research, and develop creative solutions.	Required

Knowledge of research-related accounting, especially Federal accounting and reporting guidelines, particularly within the USDA. Preferred

Working knowledge of the University of California and ANR financial and budget systems and policies preferred. Preferred

Knowledge of university human resources and payroll policies and processes. Preferred

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