Job Bulletin E10 – 12/13
REPOSTED

BUSINESS OPERATIONS COORDINATOR

Classification – Administrative Analyst Specialist (Non-Exempt)
Time base – Full time

This recruitment will remain open until filled. For priority consideration, please complete application by October 13, 2013. A review of applications will begin October 14, 2013 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:
The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:
Sponsored Projects and Extended Learning (SPEL) Business Operations

- Track program/project costs and revenues and produce reports using data warehouse related to performance & cash flow.
- Initiate and track operational requests including: Billing, Reimbursements, Procurement, RPA's and faculty payment authorizations, etc.
- Organize, submit, calendar and track documentation related to grants and contracts to address risk management concerns.
- Serve as the department's primary cashier and Cashnet ™ contact.
- Insure compliance with all University policies and procedures.
- Actively work to improve and facilitate services to faculty/staff, principal investigators, subcontractors and project partners.

Grants and Contracts Support

- Develop greater transparency in grant and contract processes. Communicate and update website with grant opportunities for the CMA community.
- Become an expert in federal and state policies related to grants and contracts. (OMB Circular 110, etc.)
- Track/submit performance reports and payroll documents for instructors and employees.
- Implement and maintain records/protocols required by various granting agencies.
- Through training, professional organizations and reading stay abreast of current grant and contract development issues and trends.

MARAD Contract Support

- Track/submit performance reports and payroll documents related to MARAD instructors and employees.
- Implement and maintain records/protocols related to MARAD.
- Gather and/or synthesize data to produce reports for internal and external entities.
- Organize and maintain copies of MARAD expenditures and documents as required. Ensure delivery and tracking of contract, procurement and HR documents to appropriate offices on/off campus as needed with short deadlines.
- Develop expertise in MARAD funding process including budget development, cost reimbursement and reporting.
- Become familiar with Federal funding issues. (OMB Circular 110, GSA Contracting & Schedules, Other initiatives.)

SPECIAL REQUIREMENTS:

- Successful completion of a background investigation and fingerprinting.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with a major in accounting, finance, business administration, or a closely related field or a combination of education and experience is required.
- Three years of progressively responsible accounting, finance, bookkeeping or related experience that will provide the required skills, knowledge and abilities.
- Knowledge and understanding of financial record-keeping methods and practices.
- Ability to use automated financial systems, MS Office programs and familiarity with online submission and reporting procedures.
- Ability to organize large amounts of reference data and to manage historical information for rapid access as needed.
- Ability to use Excel spreadsheets and data warehouse software to produce financial reports that can be easily understood by non-accountants.
- Ability to interpret State and CSU financial memos and CPO's to determine their budget impact on the campus.
- Knowledge of procedures for statistical analysis and the ability to analyze data and draw logical conclusions.
- Ability to work independently as a self motivated highly productive professional.
- Ability to communicate effectively with others in presenting ideas and concepts both written and orally.
- Ability to prioritize emerging issues and handle concurrent multiple deadlines/tasks.
- Ability to handle sensitive information and maintain confidentiality.

DESIRABLE QUALIFICATIONS:

- Knowledge of the principals and practices of governmental/state budgeting processes.
- Familiarity with grants and contracts procedures including federal and state guidelines, reporting procedures, budgeting building, contract negotiation, contract setup, subcontracts, staffing, negotiating changes, etc.
- Experience working with federal and state grants officers.
- Knowledge of CFS standard chart fields used in FIRMS.
- Experience using PeopleSoft systems for financial and budget management, including query skills.
- Ability to use web development software to maintain a web site/page.
- Familiarity with customer service and quality improvement principals.

SALARY: $3245 - $4167 per month.

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APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, retirement (CalPERS), life and disability insurances, fee waiver, vacation and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.