Grants Specialist  
Business Office

POSITION SUMMARY

The grants specialist works closely with faculty, staff, and administrators on supporting the College’s sponsored programs both on pre- and post-award administration. Post-award administration includes compliance with OMB, grantor and institutional requirements. Pre-award administration includes assisting faculty and staff in the development of the budget and business sections of proposals. Reporting to the associate vice president for finance (AVP) and controller, the grants specialist is a member of the College’s business office and is responsible for reliable stewardship of sponsored programs.

ESSENTIAL FUCTIONS

The following are essential job accountabilities:

1. Ensures the accounting necessary to support sponsored program activity is in compliance with government, sponsoring agency and College requirements, recorded accurately and timely and in line with the award budget.

2. Ensures the College is in compliance with the Uniform Guidance as well as specific funder’s requirements. Performs subrecipient monitoring, ensures purchases of federally-funded equipment are performed according to federal guidelines and performs an annual federally-funded equipment inventory. Ensures all expenditures are made within the grant period (period of availability), all (payroll and services and supplies) costs recorded to a grant are reasonable, allocable and allowable, and the College is operating under appropriate cash management requirements.

3. Coordinates with Principal Investigators in the preparation of all federally-funded subawards.

4. Prepares and analyzes financial reports and sends to principal investigators, program directors, and the sponsoring agencies.

5. Advises principal investigators regarding award budgets, budget revisions, cost transfers and cost overruns.

6. Assists the Sponsored Research Office with the review of all award proposals for propriety prior to submission.

7. Administers quarterly effort reporting.
8. Prepares the indirect cost calculations and journal entries to record indirect costs each month.

9. Prepares the electronic draws and invoices for all grants and contracts.

10. Prepares the Schedule of Federal Awards (“SEFA”) report and footnotes, the reconciliation of federal awards per the financial statement with the SEFA schedule.

11. Responsible for meeting document retention standards of each awarding agency and timely document destruction (within three months).

12. Performs other duties and assists with projects as assigned.

QUALIFICATIONS

Bachelor’s Degree in accounting, business administration, or related field, or equivalent combination of education and experience. Minimum 3 years closely related experience. Must have thorough knowledge of grants and contracts administration, including federal regulations and compliance issues, budget monitoring, and general accounting practices. Must possess finance knowledge, analytical ability, and good interpersonal skills. Requires solid customer service skills with ability to interact with all members of the campus community. Computer proficiency in Word and Excel, and the college’s computerized accounting system a must.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and write subject line “Grants Specialist” in the subject line. Applications that do not have a cover letter will not be considered.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.
All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance. Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.