



Summary below. Details on following pages.

Fund Manager Assistant | Assistant III

Job # 24440 | [Click here to apply!](#)

Fund Manager | Administrative Specialist

Job # 14621 | [Click here to apply!](#)

Fund Manager | Administrative Analyst

Job # 12952 | [Click here to apply!](#)

Senior Fund Manager | Senior Administrative Analyst

Job # 12953 | [Click here to apply!](#)

Fund Manager Assistant | Assistant III

Job # 24440 | [Click here to apply!](#)

Responsibilities

Play a key role within a world-class health organization. Support the discovery of breakthrough medical research. Take your professional expertise to the next level. UCan do all this and more at UCLA Health.

Serve as Fund Manager Assistant for the Department of Medicine. In this role your primary responsibilities will include: provide financial and administrative support to the Office of Research Administration (ORA) and various Divisions within the Department of Medicine.

You will process various financial transactions and administrative tasks including, but not limited to: Post-award: Submit non-payroll expense adjustment request (Npear). Prepare and run monthly financial statements. Reconcile financial ledgers. Enter/update manual payroll projections. Post service unit recharges. Outgoing sub award set-up and maintenance. Old encumbrances clean-up. Create closeout packets. Various data entry and report generation. Payroll: Submit funding entries and direct retros. Pre-award: Prepare and submit proposals with <\$500K DC/yr – this includes but is not limited to incoming sub awards, and proposals in response to NIH Rs & Ks, DOD and other similar, common funding opportunities. Prepare and submit administrative supplements, no cost time extensions and prior approval requests. Administrative: Attend team meetings. Prepare and route forms. Shared drive file organization and maintenance. Assist in scheduling of meetings. Assist with Division internal compliance audits. Provide overall support to DOM ORA needs. Assist with special projects as requested.

Required Qualifications

- Skill in prioritizing assignments to complete work in a timely and accurate manner.
- Ability to analyze problems, assesses needs, and provides alternatives.
- Effective oral and written communication skills necessary to make inquiries and convey information.
- Ability to handle confidential material frequently while protecting its strict confidentiality.
- Skill in using a personal computer and computer software such as Microsoft Excel, Word, Outlook, PowerPoint and Adobe Acrobat.
- Ability to establish and maintain excellent working relationships with faculty, fellows, and other Division, Hospital, University staff in order to effectively communicate, solve problems and expedite tasks.
- Strong math skills to tackle complex calculations at a minimal of pre-algebra math level.
- Ability to organize and manipulate a large quantity of data.
- Ability to meet deadlines in a timely manner.
- Detail oriented and organized

Fund Manager | Administrative Specialist

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Responsibilities

Play a key role within a world-class health organization. Support the discovery of breakthrough medical research. Take your professional expertise to the next level. UCan do all this and more at UCLA Health.

Reporting to the Manager of Training and Compliance for Research Administration, you will act as a floater Fund Manager for the Department of Medicine. You will be responsible for all fund activities for your designated accounts, from fund inception to closure. You will process transfer of funds, expense transfers, and other requests; analyze and create financial forecasts, reconcile monthly ledgers; and compile fiscal information for budget preparation and financial statements. This will involve utilizing information from university ledgers, query database, and university online financial reports. You will:

- Provide guidance to the Principal Investigator and other research faculty to assure proper expenditure
- Prepare/approve purchasing documents, expenditure invoices, etc.
- Prepare, analyze and reconcile monthly financial statements
- Resolve accounting problems or irregularities on a timely basis
- Close out funds at the end of each project
- Help prepare new research proposal applications
- Prepare pre-award budgeting, including salary, equipment, supplies, travel, etc.
- Track proposal status and sponsored research negotiation progress

Required Qualifications

We're seeking a flexible, self-motivated, detail-oriented individual with:

- Exceptional math, analytical, interpersonal and communication skills
- Ability to work effectively as part of a team of faculty, staff and administrators
- Sound judgment when dealing with confidential information
- Ability to perform well with minimal supervision
- Computer proficiency with Microsoft Office
- Ability to accurately use 10-key adding machine
- Skill in organizing/maintaining accurate bookkeeping records/files

UCLA Health is a world-renowned health system with four award-winning hospitals and dozens of primary care practices, specialty practices, urgent care centers and other ancillary locations throughout metro Los Angeles. We are also home to the David Geffen School of Medicine, an internationally-respected center of medical education and research. Through the efforts of our outstanding people, we have become Los Angeles' trusted provider of exceptional, compassionate patient care. If you're looking to experience greater challenge and fulfillment in your career, UCan at UCLA Health.

Fund Manager | Administrative Analyst

Job # 12952 | [Click here to apply!](#)

Responsibilities

The Fund Manager will provide comprehensive analysis and manage all of the extramural grant fund functions for the assigned Department of Medicine Division. Represent Research Faculty interests in all pre and post award areas. Contact funding agencies to clarify and bring to complete resolution on any issues, questions or concerns of Research Faculty. Coordinate research activities, agency reports, and special requests (i.e. re-budgeting; change of investigator effort) on behalf of Research Faculty. Compose, edit, and prepare written correspondence as requested by Research Faculty. Assist Research Faculty in implementation of new and ongoing activities of research administration including identification of problems and providing operational solutions. Assist Research Faculty in meeting timelines required by funding agencies. Provide Division Administrator with expertise and management to facilitate completion of research administration assignments. Manage the preparation of grant proposals and budgets. Manage grant application submission process. Serve as divisional representative in all divisional, departmental, and campus contract and grant funding meetings. Provide financial analysis and long-range planning for all awards, to include faculty salaries, staff salaries, and related expenses. Oversee operations of post-award activation and administration. Review and recommend new administrative organizational policies and procedures to improve awards administration and overdraft minimization. Develop systemized accounting operations for division. Provide pro-active management to maintain accurate financial functioning and avoid overdrafts on Division controlled funds. Oversee the prompt resolution of financial management issues within the Division.

Required Qualifications

- Demonstrated skill in financial analysis, planning, preparation, and administration of a budget with multiple complex funding sources.

- Demonstrated experience in post-award research administration, including fund close-out.
- Skill in navigating through Query Data Base (QDB) and Employment Data Base (EDB).
- Demonstrated experience in interpretation and hands-on application of accounting, budgetary, and auditing principles and practices in a University or non-profit environment.
- Working knowledge of University financial ledgers and payroll and accounting systems.
- Demonstrated skill in preparing short and long term budget projections and analyzing financial reports.
- Mathematical skills and experience sufficient to monitor expenses, analyze costs, prepare budget projections, identify discrepancies, and identify potential problems using spreadsheet programs.
- Working knowledge of University, NIH, and other major awarding agencies' grants restrictions and requirements.
- Familiarity with UCLA transfer of fund online system.
- Knowledge of microcomputer systems and local area networks in order to enter and manipulate data on various computerized financial programs and downloads.

Senior Fund Manager | Senior Administrative Analyst

Job # 12953 | [Click here to apply!](#)

Responsibilities

The Senior Fund Manager will provide comprehensive analysis and manage all of the extramural grant fund functions for the assigned Department of Medicine Division. Represent Research Faculty interests in all pre and post award areas. Contact funding agencies to clarify and bring to complete resolution on any issues, questions or concerns of Research Faculty. Coordinate research activities, agency reports, and special requests (i.e. re-budgeting; change of investigator effort) on behalf of Research Faculty. Compose, edit, and prepare written correspondence as requested by Research Faculty. Assist Research Faculty in implementation of new and ongoing activities of research administration including identification of problems and providing operational solutions. Assist Research Faculty in meeting timelines required by funding agencies. Provide Division Administrator with expertise and management to facilitate completion of research administration assignments. Manage the preparation of grant proposals and budgets. Manage grant application submission process. Serve as divisional representative in all divisional, departmental, and campus contract and grant funding meetings. Provide financial analysis and long-range planning for all awards, to include faculty salaries, staff salaries, and related expenses. Oversee operations of post-award activation and administration. Review and recommend new administrative organizational policies and procedures to improve awards administration and overdraft minimization. Develop systemized accounting operations for division. Provide pro-active management to maintain accurate financial functioning and avoid overdrafts on Division controlled funds. Oversee the prompt resolution of financial management issues within the Division.

Required Qualifications

- Familiarity with Microsoft word processing and spreadsheet programs to include MS Word, Excel, and Access.
- Ability to work with minimal supervision and set priorities in order to meet varying demands and competing deadlines from a variety of individuals.
- Ability to accurately provide oral and written instructions and communicate clearly and concisely using proper English in order to convey messages, follow instructions, and obtain information.

Preferred:

- Demonstrated skill in financial analysis, planning, preparation, and administration of a budget with multiple complex funding sources.
- Demonstrated experience in post-award research administration, including fund close-out.
- Demonstrated expertise in proposal pre-award submission process.
- Skill in using various resources to research funding opportunities specific to individual investigators' interests.
- Skill in navigating through Query Data Base (QDB) and Payroll System (UCPath).
- Demonstrated ability in supervising employees, including selection, training, work review, evaluation, and discipline.
- Demonstrated experience in interpretation and hands-on application of accounting, budgetary, and auditing principles and practices in a University or non-profit environment.