

WORKING TITLE	Grants and Contracts Administrator (GCA)
PAYROLL CLASSIFICATION	Grants and Contracts Administrator II (N2232)
DEPARTMENT	Office of Research & Economic Development, Sponsored Programs
STATUS	Full Time, Benefitted, Non-Exempt/Hourly
POSTING DATE	October 6, 2026
POSITION NUMBER	2752

OVERVIEW

Under the direction of the Senior Director of Sponsored Programs, the Grants and Contracts Administrator (GCA) manages a portfolio of sponsored projects and serves as the primary post-award contact for principal investigators, project staff, sponsors, and campus partners. The position is responsible for the financial and administrative management of grants and contracts, including account setup, budget monitoring, expenditure review, invoicing, financial reporting, award modifications, compliance oversight, and project closeout. The GCA provides guidance on sponsor and institutional requirements, ensures expenditures are allowable and compliant, and works collaboratively with faculty and administrative offices to support the successful administration of externally funded projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Act as the primary customer contact for Principal Investigators, project staff and University staff for the post-award administration of assigned grant and contract awards from federal, state, and local government, as well as private and non-profit sponsors
- Perform primarily post-award functions, including budget and expense analysis, monthly invoicing, financial reporting, reconciliations, and re-budgeting
- Perform award closeout functions required by Grants and Contracts Administration and sponsors including reconciliations, financial status reports, final invoices, purchase order liquidations, zeroing out budgets, and final reporting
- Review general ledger transactions to ensure accuracy and complete journal entries
- Set up new sponsored account funds and budgets
- Complete Sponsor invoicing and/or reporting, reconciling, and closing accounts in a timely manner
- Manage multiple projects simultaneously
- Review and approve transactions/cost transfers for allowability, allocability and reasonableness
- Review all award guidelines and/or sponsor restrictions/requirements and provide guidance to Principal Investigators/University staff to facilitate and ensure financial compliance
- Understand and apply federal regulations governing grants/contracts, sponsor guidelines and University/Research Foundation policies/procedures
- Prioritize work and consistently meet deadlines
- Maintain cooperative working relationships with representatives of sponsoring agencies, Principal Investigators and University/Research Foundation departmental personnel

- Interpret sponsor or proposal administrative requirements and/or contact sponsoring agencies in order to amplify regulations and/or requirements
- Serve as a compliance resource for all post-award processes
- Work closely to coordinate with pre-award staff and/or GCA co-workers to assure compliance with sponsor and University/Research Foundation rules, regulations, and procedures
- Oversee and create Sponsored Program code creations in support of post-award and pre-award requests as necessary
- Overtime may periodically be required
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree or equivalent combination of education and experience required
- Candidates should possess at least two (2) years of professional experience in sponsored programs, research administration, grants management, contracts administration, accounting, budgeting, or a related field, with three (3) or more years preferred
- Experience in post-award administration within a university, research foundation, nonprofit, government, or other complex funding environment is highly desirable
- Successful candidates will demonstrate strong analytical, financial, organizational, and customer service skills, along with the ability to interpret policies, manage competing priorities, and effectively communicate with a diverse group of stakeholders
- Must be able to demonstrate a strong interest in working in a fast-paced, service-oriented environment with frequent deadline pressures; must have strong customer service skills
- Attention to detail and the ability to work with a high degree of accuracy
- Excellent math skills required
- Ability to perform mid-level financial analysis, clearly and effectively express ideas or positions both orally and in writing
- Ability to communicate and interact with diverse groups and function effectively and calmly in difficult situations which require a high degree of tact and diplomacy
- 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 preferred (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

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

COMPENSATION RANGE: \$35.00 per hour (non-exempt)

FILING DEADLINE: Open Until Filled

NOTE: To be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By [DocuSign](#) or E-mail: FND-HR@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. 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 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 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 is 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