



CALIFORNIA'S
STEM CELL
AGENCY

Business Services Officer/Accounting Specialist

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

Under supervision of the Vice President, Finance, the Business Services Officer/Accounting Specialist will provide overall office management duties with a focus on fiscal and contracting services.

The duties and responsibilities of the position, the working conditions, minimum qualifications and desirable qualifications are as follows:

Responsibilities

In this position you will be accountable for:

Fiscal Services

- Responsible for business service functions of CIRM to ensure a smooth running and efficient office and work environment.
- Review, audit, code, and prepare for submission to the Department of General Services, Contracted Fiscal Services (DGS-CFS) vendor invoices and Clinical Advisory/Translational Advisory Pay Memos for payments in accordance with all applicable rules and regulations. Maintain CAP/TAP spreadsheets. Perform CAP/TAP payment reconciliations.
- Review and approve grants payments, in accordance with the Notice of Grant/Loan Award (NGA/NLA) terms and conditions, and all applicable EFT (Electronic Funds Transfer) rules and regulations. Work closely with the Grants Management team to resolve discrepancies.



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- Review, audit, reconcile, code, and prepare for submission to the DGS-CFS, monthly CITI Business Travel Airline (CITI BTA) and Calcard invoices in accordance with all rules and regulations. .
- Review, audit, reconcile, code, and prepare for submission to the DGS-CFS, monthly CITI Meeting Planner invoices in accordance with all applicable rules and regulations.
- Review, audit, code, and prepare for submission to DGS-CFS, Grant Working Group (GWG,) Clinical Advisory Panel (CAP) and Translational Advisory Panel (TAP) travel expense claims.
- Assist in developing, updating, and maintaining various financial spreadsheets, including the DGS-CFS transmittal log, contract pay sheets, etc.
- Assist in reviewing, auditing, coding, and preparing for submission to the DGS-CFS, employee and board member travel expense claims in accordance with CIRM's travel and business policies, and all applicable rules and regulations.
- Assist in calculating amount of reimbursement due to employees.
- Prepare and track Accounts Receivable invoices.
- Analyze and process cash receipts and prepare cash transmittal documentation for submission to the DGS-CFS.
- Research potential duplicate vendor payments and cancelled warrants.
- Work closely with CIRM's travel agency to resolving invoice discrepancies, and issues relating to travel.
- Prepare and submit to DGS-CFS for processing, requests for Revolving Fund checks.
- Assist in the year-end process. Analyze expenditures and encumbrances and prepare year-end accruals.
- Respond to general fiscal inquiries from staff and vendors.
- Assist in developing training for CIRM staff on the usage of the CITI Meeting Planner Accounts and CIRM's travel and business expense policies and procedures.
- Prepare correspondence to vendors and control agencies, as requested.
- Review and analyze expenditure/encumbrance reports, work directly with FI\$Cal and DGS to disencumber purchase orders, resolve PO issues.
- Assist in preparing status reports for distribution to CIRM cost centers.
- Assist with the year-end financial process.
- Assist in the development of the internal operating budget and the Governor's Annual budget. Assist in preparing all related Governor's budget documents (i.e. 7A, galley upload, etc.)

Procurement/Contract Administrator

Contract Administrator:

- Manage contracting process in conformance with state law and CIRM policies.
- Negotiate and draft Independent Consultant Agreements (ICA), Interagency Agreements, contracts, Purchase Orders (PO), and associated change orders or amendments.
- Manage Requests for Proposals (RFP), including drafting and posting RFPs and related information on CIRM's website, fielding inquiries from bidders, and coordinating review and selection of proposals.
- Serve as main point of contact for CIRM's purchasing program utilizing a Cal-Card account and prepare CIRM's purchase orders for goods and services in

compliance with CIRM's and the State's rules and regulations when provided appropriate authorization.

- Oversee CIRM's equipment inventory, coordinate meetings with staff responsible for equipment, and facilitate timely disposal of equipment. Maintain asset module in FI\$Cal, performing reconciliation as required.
- Report to ICOC, Finance Subcommittee, and Governance Subcommittee on status of contracts.
Work with General Counsel to evaluate, update, and revise Contracting Policy and templates for ICAs and POs.

Office Management

- Responsible for all front office activities including fielding all incoming phone calls and responding as needed, or forwarding calls to appropriate staff members, maintaining the reception area and professionally greeting all guests to CIRM and alerting CIRM staff of their arrival. Serve as lead to students performing reception duties, providing training and assistance as needed.
- Monitor, and manage the use of equipment, supplies, office and facility space, records storage and retrieval systems and forms.
- Ensure that all office equipment is working effectively including copier, fax machine, etc. Work with vendors/Information Technology (IT) team to set up all new equipment.
- Assist with videoconference system use.
- Responsible for coordinating with all affected parties, the work performed by building engineers to ensure the facilities day-to-day operations (such as recycling, changing light bulbs, heating system, water system, general repairs at the agency, workspace needs, etc.) are addressed.
- In coordination with IT, manage inventory of all IT and office equipment.
- Manage all incoming/outgoing mail daily as well as manage FedEx and courier shipments.
- Manage CIRM's security system (alarm code, key fob).
- Prepare documentation, including maintenance procedures and end-user "cheat sheets" as needed.
- Build and maintain vendor/consultant.
- Perform other tasks and assist on special projects, as assigned.

Complete Duty Statement available upon request.

Working Conditions

Must be available to work outside of normal business hours as needed.

Minimum Qualifications

- Bachelor's degree in business administration or related field and five years of business and/or procurement experience or an equivalent combination
- Strong analytical and organizational skills to effectively meet goals and objectives of the organization and manage staff
- Demonstrated organizational and office management skills
- Demonstrated ability to manage and drive projects to completion independently, including coordinating the work of outside contractors as needed

- Must possess the ability to deal professionally with staff, visitors, government agencies, and the general public
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines
- Excellent oral and written communications skills
- Ability to apply CIRM policies and procedures
- Excellent organizational skills and demonstrated ability to plan and act independently
- Ability to work in a fast-paced environment and work well under pressure
- Ability to anticipate issues and ensure efficient resolution
- Ability to establish and maintain cooperative working relationships
- Ability to work independently and in a team environment
- Excellent computer skills, strong FI\$Cal and Microsoft Office skills (Excel & Word)
- Good attendance
- Ability to learn quickly
- Ability to lift 15-20 pounds

Desired Qualifications

- Possess experience in State accounting applications, practices, processes, policies, and procedures.
- Thorough knowledge of FI\$Cal

Position Details

Location: Oakland, CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: Limited travel may be required.

Salary Range and Benefits

The salary range for the Business Services Officer/Accounting Specialist is \$6,134

- 9,186 monthly; pay negotiable based on experience.

The position may be held open until a suitable candidate is found.

Who May Apply

Applicants must meet the Minimum Qualifications stated in the Classification Specification.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Application Instructions



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Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10/02/2019

How to Apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

To: jobs@cirm.ca.gov

Address for Mailing Application Packages

You may also submit your application and any applicable or required documents to:

California Institute for Regenerative Medicine

Attn: Denise D'Angel

Human Resources

1999 Harrison Street, STE 1650

Oakland, CA 94612

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.