UNIVERSITY OF CALIFORNIA MERCED  
Project Accounts Analyst, Job Code SPP674A  
Location: Campus, Merced, CA  
Salary: $46,680 - $56,022  
Open until filled

Description:
This position reports to the Director of Administrative Services and Contract Management in the Department of Physical Planning, Design & Construction and is responsible for support services for the Capital Improvement Projects Budget for the department including using the web based Project Management software program for project funds, general accounting and invoicing as well as budget financial reconciliations. Record and track all initiated orders from initial order through payment of invoice.

The position requires knowledge of construction processes with specific regard to change orders, payments applications, requests for information, processing contract payment and general invoices making sure all confirm and comply with the requirements of the contract. This position requires a broad base of technical knowledge, highly effective communication, sound independent judgment and problem solving abilities. Maintains knowledge and understanding of University Policies and Procedures relating to a broad range of areas including, budget planning, and general accounting principles.

Requirements:

* Degree in Construction Management or Accounting and four years of experience or equivalent combination of education and experience.
* Demonstrated working knowledge of the construction industry, construction terminology, and processing construction documents. Strong demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of configurations.
* Knowledge and advanced skills to operate custom computerized systems for report development, creation of statistical data, and correspondence. Working knowledge of Microsoft Word, Excel, Outlook, Project in a Windows environment and document management data base programs (Microsoft Access, Project Management software such as Prolog Project Talk, Microsoft Expedition, etc.).
* Ability to accept responsibility for decisions and exercise integrity and discretion in all matters to protect confidential information as dictated by policy.
* Ability to initiate and maintain cooperative relationships with people from diverse backgrounds including University personnel and the public. Skill, ability, or life experience to contribute as a team player in a respectful and professional environment.
* Familiarity with or ability to learn University’s construction contracting practices, policies, and procedures.
* Ability to develop and implement new policies and programs in a large and complex organization.
* Ability to develop training programs on Project Management software.
* Ability to affect change, evaluate progress and adapt new methods as needed.
* Skill in prioritizing, planning and organizing assignments; working effectively under tight schedules and competing tasks in a timely manner.
* Knowledge and understanding of State of California Department of Finance budget processes as it relates to state funded Capital Projects.
* Background in Program Management Software development and implementation preferred.

To Apply: A UC Merced job application, resume and cover letter are requested. Online job application is preferred. Call 1-866-669-JOBS for additional information or visit our web site at www.ucmerced.edu or URL: http://jobs.ucmerced.edu/n/staff/position.jsf?positionId=674