



Financial Services Officer

The California Institute for Regenerative Medicine (CIRM) is the state agency established under Proposition 71 for funding stem cell research in California. Using funds generated by state-issued bonds, CIRM makes grants and loans for stem cell research, for research facilities and for other vital research opportunities related to the development of disease therapies. CIRM is overseen by a board, the Independent Citizens Oversight Committee, and is assisted in its work by three working groups, the Scientific and Medical Accountability Standards Working Group, the Scientific and Medical Research Funding Working Group and the Scientific and Medical Research Facilities Working Group. Each working group is composed of patient advocates from the ICOC and outside experts.

We seek a Financial Services Officer under the general direction of the Finance Officer, to assist the Finance Officer and Chief Finance & Administrative Officer with daily financial operations of the CIRM, including budgeting, accounting, financial reporting and business operations. He/She will support a variety of fiscal activities including budget development, all internal controls for accounting procedures including reconciling of expenditures, development and support of programs, contract budget support and technical assistance. He/She will assist in the development of the operations and grants program budget for CIRM, including individual budgets for the four cost centers; and ensures compliance with Proposition 71 requirements for financial and business operations, and the policies approved by the Independent Citizens Oversight Committee (ICOC) and all applicable State of California laws and regulations. He/She will assist the Finance Officer with coordination of the CIRM's accounting functions with the State Controller's Office, including the following: processing of invoices for payment; cash management and contract control; policies and procedures for sound internal fiscal practices and appropriate internal controls; ensures monthly and yearly financial reports are completed accurately and on time, according to government accounting standards. He/She will assist the Finance Officer who is the primary liaison between the CIRM and various state control agencies, including the State Controller's Office, Departments of Finance and Department of General Services regarding the CIRM's budget and other financial matters. FSO will perform other administrative duties as assigned.

Qualifications:

- Bachelor's degree in business administration or a related field and five years of increasingly responsible professional experience in the management of financial operations or an equivalent combination of education and experience.
- Thorough knowledge of general budget policies and processes.
- Requires the ability to analyze complex data, and to communicate results of such analyses to co-workers and management.
- Must have excellent spreadsheet skills and be able to access and utilize data bases.
- Strong organizational skills.



- Self-directed individual who can effectively work as a team player.
- Possesses excellent communication skills, both oral and written.
- Demonstrated ability to simultaneously manage projects in varying stages of development under time pressure.

Preferred Qualifications

- Knowledge of California State and/or University of California budgeting, accounting, contract, procurement and fiscal operations policies and procedures.
- Knowledge of the principles, practices and trends of public and business administration.
- MBA

Salary Range

\$80,000-\$120,000 salary commensurate with experience.

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street, San Francisco, CA 94107

All applications will be considered through the posting deadline of February 22, 2007. The position is open until filled.

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.