

JOCELYN RIVERA

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J. Morrissey & Co.

Dear Sir or Madam,

Today's economy requires exceptional individuals who possess a strong grant and contract administration background that includes experience in portfolio management, grant accounting, compliance, strategic planning, financial reporting, a blend of leadership, vision, and the ability to deliver superior and effective results. I am such a person.

As my résumé demonstrates, I have:

- ✓ Thirteen years' experience in Grants and Contracts Administration and Sub-award Management (Pre-Award, Post-Award, Grant Closeout/Financial Reporting)
- ✓ Experienced in financial management for institutions/hospitals with research revenue of \$100 to \$800 million a year.
- ✓ Managed approximately 400 research portfolios with revenue of up to \$1.1 billion cumulative both domestic and international sponsoring agencies/institutions/foundations such as NIH, USAID, and many more.
- ✓ In depth knowledge of Circulars/Codes of Federal Regulations: 2 CFR 220 (A-21), 2 CFR 225 (A-87), 2 CFR 215 (A-110), 2 CFR 230 (A-122), and A-133.

I was currently employed in Columbia University, one of the top academic and research institutions nationwide as an Associate Director of Budget and Grant Reporting within the Department of Public Health. Primarily, my responsibilities were the financial, grant and contracts lifecycle management of research portfolios of up to \$200 million; provided pre-award and post-award training to faculty, staff and sub recipients, implemented provisions, facilitated reimbursement payments, procurements, prepared timely and accurate financial reporting; budget revisions; analyzed budget/expenses to ensure proper cash flow; provided initial financial review and follow-up on sub recipients monthly financial reports/vouchers and advances; and spearheaded the daily operations of all administrative and fiscal activities.

Nevertheless, I am an ambitious grant and contract administrator with a strong track-record of delivering top performance with thirteen years of experience in finance and administration. My success is due, in part, to my ability to communicate well with others, it has enabled me to harness the potential of all levels of staff and motivate them to achieve superior results. Aside from my professional background, I am currently pursuing the Master of Business Administration (MBA) degree.

Since I am currently seeking new challenges, I would appreciate the opportunity to discuss your needs and my potential contributions.

Best regards,

Jocelyn Rivera

GRANT & CONTRACT ADMINISTRATION

Approximately 13 years' experience in grant and contract administration with strong combination of cross-functional experience in diverse industries (Non-Profit, Healthcare and Higher Education).

Noted for analytical skills, contingency planning, problem solving, and foresight for damage control. Especially skilled at building rapport with senior management, support staff and external clients.

Core Competencies

- ✓ Portfolio Management
- ✓ Budget Management
- ✓ Accounts Receivable/Payable
- ✓ OMB Circulars/CFR
- ✓ Financial & Strategic Planning
- ✓ Audits & Compliance
- ✓ Leadership Development
- ✓ Long-range Planning
- ✓ Recruitment / Staffing

PROFESSIONAL EXPERIENCE

Columbia University, New York, NY

Associate Director of Budget and Grant Reporting, Public Health [12/2007 – 11/2010]

Spearheaded all internal financial operations including the coordination of the full range of accounting and budgetary processes for department and sponsoring agencies. Prepared, administered, monitored and updated all financial plans, annual organizational budgets and budget projections. Reviewed and analyzed all quarterly and annual financial statements and reports. Directed the financial annual audit by independent accountants, preparation and filing of all federal, state and local tax returns and reports to other regulatory agencies.

- Provided oversight for over 10 distinguished principal investigators with approximately 80 research portfolios ranging from \$20 million to \$200 million.
- Reviewed, negotiated and approved awards, sub-awards and contracts to ensure University acceptance of and ability to comply with the funding agencies terms and conditions. Overall responsibility for yearly A-133 and financial audits. Assisted in preparation of institutional fringe and indirect rates.
- Determined department reporting structure initially and, on an ongoing basis, oversee development and management of exempt and nonexempt staff, including hiring, training, performance management, professional development, and compensation decisions.

St. Luke's Roosevelt Hospital Center, New York, NY

Grants Manager, Grants & Research Administration [08/2004 to 12/2007]

Managed the pre-award and post-award for approximately 60 research portfolios of up to \$50 million for ten departments. Pre-Award: constructed budgets, reviewed, negotiated, approved, submitted proposals to federal, non-federal agencies and foundations. Post-Award: monitored, reconciled, reported expenditures, processed no-cost extensions, budget revisions, financial reporting, sub recipient monitoring, grant closeout and auditing.

- Generated grant analysis, financial reports, following-up on variances and ensured strict adherence to accounting principles.
- Executed invoices and financial report preparation and submission to sponsors, letter of credit draws, and accounts receivable collection. Primarily responsible for payroll setup, changes, and effort reporting. Monitored financial internal control processes.
- Audited and approved purchase requisitions, payment authorizations and payroll time sheets for proper account number and budget fund availability; prepared journal entries; monitored grant and contract activity for Federal and/or State regulation compliance and contract compliance.

Jewish Home Lifecare, New York, NY

Grants Accountant (Part-Time), Finance [10/2004 to 10/2006]

Responsible for the operations of post-award grant administration and related accounting duties for a portfolio of up to \$27 million; served as the appropriate principal investigator's contact for grants and contract accounting functions. Analyzed, reviewed and prepared reports for government grants and private donors. Assisted with the coordination of the annual federal A-133 audit, audits conducted by private donor auditors, as well as by the City, State and Federal agencies.

- Performed grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, rebudgeting, purchase order liquidations, zeroing out budgets.
- Entered journal entries to the general ledger; examined and reviewed journal entries and charges posted to government grants for accuracy and compliance with established accounting standards and regulations.
- Assisted with time and effort reporting system, ensuring it is complete and in compliance with applicable regulations; maintained regular communications with department; communicated with fiscal contacts at funding source for problem resolution and information gathering.

St. Vincent Catholic Medical Center, New York, NY

Grants and Contracts Manager, Finance [08/1999 to 08/2004]

Provided cradle-to-grave grant, cooperative agreement and sub-award support to both domestic and international programs. Supervised a staff of six fund accountants and eight support staff. Collaborated with Senior Director and Chief Financial Officer to manage the fiscal activities of research accounts. This position involved performing a wide range of tasks to assist in managing over \$30 million/year in grant funding across approximately 100 accounts.

- In concert with contracts, grants and procurement staff, developed and executed training on grants, contracts, and sub-awards policies and compliance issues for internal and field staff.
- Prepared, submitted, and negotiated federal, non-federal, and international grants, cooperative agreements, sub-awards, and modifications; monitored sub recipients to ensure compliance with sponsor requirements and executed financial reports.
- Assisted with reviewing and tracking cost share requirements. Liaison with the appropriate staff to gather evidence of cost share and ensured that files are completed in order to substantiate cost share calculations in the event of an audit.

SOFTWARE SKILLS

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| ➤ MS Office (Word, Excel, PowerPoint, Access and Outlook) | ➤ InfoEd | ➤ SAP |
| ➤ Oracle / PeopleSoft | ➤ Lawson | ➤ Raisers Edge |

ACADEMIC CREDENTIALS

M.B.A., University of Phoenix, AZ

Project Management & Global Management, 2010 – Present

B.B.A., Herbert H. Lehman College, Bronx, NY

Business Administration & Business Law, 2009

Paralegal, Washington Paralegal Institute, Nanuet, NY
2005

A.S.N., Manhattan Community College, New York, NY

Registered Nurse Program, 2003

**Transferred to the business sector in 2003*

PROFESSIONAL AFFILIATIONS

NCURA – National Council University of Research Administrators