

**Job Code:100286-SCA**  
**Position #:(NUNC) (E)**  
**Developed by SBB;AM**  
**Reviewed by: DLJ**  
**Approved by:.....AMC**  
**Date:.....6/22/2022**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Controller (Sponsored & Cost Accounting)  
**DIVISION:** Administration & Finance (Controller)  
**REPORTS TO:** Controller  
**GRADE:** 17  
**SUPERVISES:** Professional, technical and support staff

**BASIC FUNCTION:**

Responsible for the Sponsored & Cost Accounting department, including the following: the preparation and submission of the indirect cost rate proposal and negotiation with the University cognizant agency; University compliance with cost accounting standards; fiscal controls; streamlining processes, as well as providing consulting services for the University community regarding application of indirect costs, service centers, effort reporting, and applications of Federal regulations; the coordination of financial and administrative functions between the University, external reporting agencies, and state agencies, including billing and collection, preparation of financial reports, responding to audits, coordinating audits in foreign countries, preparation of the annual NSF survey, and updating the disclosure statement when appropriate. Develop and monitor financial policies to support cost accounting standards and sponsor cost accounting requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop and monitor accounting policies and procedures that support sponsored programs (including applying cost accounting standards to all University expenses to ensure consistent application).

Responsible for ensuring cost accounting standards are applied appropriately to all University rate setting, service centers, as well as for creating standards for rate setting within the University community.

Provide well-controlled cost accounting operation and financial systems support.

Ensure that State and Federal regulations are incorporated in all fiscal policies.

Monitor and assess financial operations and procedures to ensure compliance with Federal, State and University business and financial operational policies.

Responsible for external grants and contracts billing and collections according to University policy, sponsor contract/award and OMB Uniform Guidance. Oversee the Billing and Receivable modules for Sponsored Programs.

Review internal matches/cost sharing for appropriateness sponsor reporting with regulatory guidelines such as current OMB Uniform Guidance.

Recommend and develop processes to consolidate accounting operations, install technology where appropriate, and test financial systems for upgrades and fixes.

Responsible for the grants module month-end, year-end closing processes and the reconciliation to the general ledger system.

Responsible for the preparation, submission, and negotiation of the indirect rate proposal with the University cognizant agency, including the gathering of information from departments within the University (e.g., Human Resources, Payroll, Library, Provost, Strategic Planning and Institutional, Research, Research Office, Academic Colleges, etc.), for obtaining financial information.

Oversee the space study required for indirect rate proposal and ensuring that the college business managers are properly trained on the coding of survey data. Analyze and verify the results.

Develop and provide key indicator management reports for operations to analyze current trends and gaps and recommend enhancements. Advise and guide customers and provide support to implement changes. Prepare financial reports as required to support operations.

Review and update the University's Cost Accounting Standards Board Disclosure Statement for Educational Institutions.

Maintain current knowledge of financial methodologies, technologies, and regulatory environment necessary to support financial operations.

Lead and direct the functional support of financial projects as directed by the University's senior management. Provide pro forma projections that show financial requirements, including the impact on the financials and cash flow, and assess the ongoing risks and alternatives for mitigating them.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in accounting, business administration, finance, or related field; Minimum ten years of either research and contract accounting experience or progressively responsible financial reporting experience; Demonstrated supervisory experience (including overseeing multiple direct reports); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in accounting or business-related field, or CPA; Demonstrated experience in a higher education setting; Demonstrated experience developing and negotiating facilities and administration rate with external regulatory bodies; Demonstrated experience with a complex ERP system; and, Demonstrated experience in performing financial or uniform guidance audits.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**