

Job Code:.....101621
Position#: (NUNC) (E)
Developed by:.....AM
Reviewed by: DLJ
Approved by: LK
Date:..... 12/22

University of Rhode Island
Position Description

TITLE: Cost Analyst (Sponsored & Cost Accounting)
DIVISION: Administration and Finance (Controller)
REPORTS TO: Manager of Cost Analysis
SUPERVISES: N/A
GRADE: 12

BASIC FUNCTION:

Assist in the preparation of the indirect rate calculations (Facility and Administrative or F&A) and related analyses and reconciliations, and annual review of service center activity. Responsible for the PeopleSoft grant monthly closing process which includes researching and clearing errors, running processes, and performing reconciliations. Support a variety of projects within the University's Sponsored & Cost Accounting Office. Provide technical accounting, procedural, and operational support to the Manager of Cost Analysis for Sponsored & Cost Accounting as it relates to the establishment, coordination, maintenance and compliance of the University's cost accounting standards as well as interpret and support the compliance function regarding federal, state and University requirements for sponsored projects to ensure adequate internal controls and documented processes are fairly administered in the University environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage month end PeopleSoft grant closing process, including running F&A, clearing errors, and performing reconciliations.

Prepare detailed analyses of the sponsored and non-sponsored research activities to ensure the proper identification of expenses to each of the allocation bases agreed to with federal negotiators.

Develop, when required (at least every four years), the F&A rate proposal. Coordinate with other University departments including Financial Reporting, Capital Projects and Office of Sponsored Projects, and work closely and collaboratively with consultants on rate audit and negotiations. Assist with the space study survey, including training University community.

Assist in maintaining the Comprehensive Rate Information System (CRIS) to generate and reconcile reports to the University financial reporting system.

Assist in the review of subrecipient reports of federal awards where there are material instances on non-compliance, material weaknesses and/or reportable conditions.

Provide support to the University Service Center Committee by reviewing the financial operations, activities and rate setting practices of units within the University which provide goods or services to other University departments or sponsored projects referred to as “service centers.”

Prepare analyses in response to data requests, surveys, compliance questions, and other inquiries from state and federal agencies.

Assist with updating University Policies for any new federal, state and GASB cost accounting standards and recommend any necessary changes to the University Disclosure Statement.

Train department staff and University community on any new cost accounting standards, requirements and/or compliance issues.

Assist as needed with the annual financial statements, related audits (A-133 and other audits that may arise, i.e., sponsored agency specific).

Complete and coordinate multiple projects simultaneously as directed by the Manager of Cost Analysis for Sponsored & Cost Accounting to maintain coordination and balance among projects and various staff groups within the department.

Prepare and process general journal entries and reconcile general ledger accounts to PeopleSoft grant subsidiary ledgers.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Microsoft Office Suite, particularly Excel.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in Accounting or related field; Minimum of five years of progressively responsible employment experience with complex accounting, cost accounting, auditing and financial analysis; Demonstrated experience in financial analysis; Demonstrated attention to detail; Demonstrated computer skills (including spreadsheet, database management, query, word processing and Microsoft Office Suite); Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to effectively communicate the interpretation to others; Demonstrated ability to work with a diverse groups/populations; Demonstrated ability to collaborate as part of a team in a deadline-driven environment; Demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills.

PREFERRED: Master’s degree in Accounting or related field; Demonstrated experience at a complex research institution of higher education; Demonstrated experience in sponsored projects accounting in a university setting; Demonstrated familiarity with accounting principles and practices, and government regulations and procedures, especially Uniform Guidance (2 CFR Part 200); Demonstrated experience working with PeopleSoft ERP system; and, Demonstrated experience working with Comprehensive Rate Information System (“CRIS”).

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