

**Job Code:..... 101627**  
**Position#: (NUNC)(E) ... 9955**  
**Developed by:..... MW; AM**  
**Reviewed by: .....SG/TC; DLJ**  
**Approved by: ..... LK**  
**Date:.....12/13;7/19; 2/8/23**

**University of Rhode Island**

**Position Description**

**TITLE:** Manager of Cost Analysis  
**DIVISION:** Administration and Finance (Controller)  
**REPORTS TO:** Associate Controller of Sponsored & Cost Accounting  
**SUPERVISES:** Professional staff, students, and others assigned to projects  
**GRADE:** 14

**BASIC FUNCTION:**

Prepare the indirect rate calculations (Facility and Administrative or F&A) and related analyses and reconciliations, annual maintenance of the University Disclosure Statement, monthly reviews of effort reporting and service center activities and sponsored project reporting. Oversee a variety of projects in the cost analysis and compliance functions within the University's Sponsored & Cost Accounting Office. Provide technical accounting, procedural, and operational support to the Associate Controller 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. Supervise the Cost Analyst.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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. Lead the space study survey (as required by OMB Circular A-21), including training University community.

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

Oversight of the month end PeopleSoft grant closing process, including running F&A, clearing errors, and performing reconciliations performed by the Cost Analyst.

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Perform monthly reviews of effort reporting complementing the work completed by both the Payroll and Internal Audit departments.

Review subrecipient reports of federal awards where there are material instances on non-compliance, material weaknesses and/or reportable conditions. Provide the AVP of Financial Operations and Controller with the review documents for final review and filing as a part of the OMB Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards (2 CRF §200) (“Uniform Guidance”).

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 and review of such analyses prepared by Cost Analyst.

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.

Oversight of analysis and support provided by the Cost Analyst to the University Service Center Review Committee.

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 Assistant Controller for Sponsored & Cost Accounting in order 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.

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### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in Accounting or related field; Minimum of seven years of progressively responsible employment experience with complex accounting, cost accounting, auditing and financial analysis; Demonstrated familiarity with accounting principles and practices, and government regulations and procedures, especially OMB Circular A-21, A-110, A-133 and the CAS (Cost Accounting Standards); Demonstrated ability to prepare reports, summaries, analyses, and recommendations in a clear and concise manner; Demonstrated progressive experience in financial analysis; Demonstrated critical thinking skills and attention to detail; Demonstrated organizational and problem solving skills (including the ability to prioritize and manage multiple projects); Demonstrated ability to work both independently and as part of a team; Demonstrated computer skills (including spreadsheet, database management, query, word processing and Microsoft Office Suite; Excel); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to effectively communicate the interpretation to others; Demonstrated ability to work with diverse groups/population; and, Demonstrated ability to collaborate as part of a team in a deadline-driven environment.

**PREFERRED:** Master's Degree in Accounting or related field; CPA or CMA; Demonstrated experience at a complex research institution of higher education; Demonstrated experience in sponsored projects accounting in a university setting; 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.**