

Class Code:.....0167D
Position #: (NUNC)...
Developed by:.....SB
Reviewed by:.....SG
Approved by:.....LK
Date:.....02/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Controller (Sponsored & Cost Accounting)
DIVISION: Administration & Finance (Controller's Office)
REPORTS TO: Associate Controller (Sponsored & Cost Accounting)
GRADE: 16
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 reports, responding to audits, coordinating audits in foreign countries, preparation of the annual NSF survey, and updating the disclosure statement when appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Responsible for ensuring that cost accounting standards are applied appropriately to all University rate setting, self supporting 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, and for reviewing internal matches/cost sharing for appropriateness with regulatory guidelines such as OMB Circulars A-21 and A-110.

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Recommend and develop processes to consolidate accounting operations, install technology where appropriate, and test 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, S.P.I.R.), for obtaining financial information from the Office of Higher Education and the State Controller's Office, and for supervising the space study and ensuring that the college business managers are properly trained on the coding of survey data.

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.

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: Master's degree in accounting, business administration, finance or closely-related field, or CPA with direct audit experience; seven years of research and contract accounting experience; progressively responsible management/leadership experience; experience in cost accounting, financial compliance, Federal Circular OMB A-21, A-110 and A-133, financial applications/ERP systems, or equivalent experience; strong computer skills,

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including spreadsheet, database management, query, and word processing; management experience which includes organizing, coordinating and supervising support staff; strong interpersonal and communication skills, both verbal and written; demonstrated ability to be a team player.

Preferred: Experience at a complex research institution of higher education; experience developing and negotiating facilities and administration rate with external regulatory bodies; experience with PeopleSoft Financial Systems; experience in performing auditing, such as financial, internal, and A-133.

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