

Class Code:.....0351J
Position#: (NUNC)(E)...9955
Developed by:.....MW
Reviewed by:SG
Approved by:LK
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University of Rhode Island
Position Description

TITLE: Chief Accountant (Sponsored & Cost Accounting)
DIVISION: Business and Finance
REPORTS TO: Assistant Controller of Sponsored & Cost Accounting
SUPERVISES: Staff, students and projects
GRADE: 13

BASIC FUNCTION:

The Chief Accountant's primary responsibilities include preparation of 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. The Chief Accountant will be responsible for supporting a variety of projects in the cost analysis and compliance functions within the University's Sponsored & Cost Accounting Office. The Chief Accountant will provide technical accounting, procedural, and operational support to the Assistant 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.

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.

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

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."

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Track and report all ARRA (American Recovery and Reinvestment Act) related reports, and reports required by State of RI Office of Management & Budget (OMB).

Other essential cost accounting and compliance support includes, but is not limited to:

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.

Provide support to the University Service Center Review Committee by reviewing the operations, financial 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.”

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.

In fulfilling the responsibilities above, he/she will be required to 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:

Must be experienced in 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, or Master’s Degree in Accounting or related field; a minimum of 5 years’ progressively more 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

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recommendations in a clear and concise manner; demonstrated progressive experience in financial analysis; demonstrated ability to be detail-oriented; demonstrated organizational and problem solving skills, with the ability to prioritize and manage multiple projects; demonstrated ability to think and work both independently and as part of a team; demonstrated proficient computer skills, including spreadsheet, database management, query, and word processing and experience using Microsoft Office Suite; demonstrated ability to communicate effectively verbally and in writing; demonstrated ability to organize, coordinate and supervise support staff; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to effectively communicate the interpretation to others; demonstrated excellent interpersonal skills and ability to work with a diverse population; demonstrated ability to serve as a member of a service-oriented team in a deadline-driven environment while maintaining a high level of accuracy and professionalism.

PREFERRED: 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; demonstrated experience working with Comprehensive Rate Information System (“CRIS”).

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