

Class Code:.....0521-Rev
Position #: (NUNC) (E) 7062
Developed by:....TEP; SB
Reviewed by:.....SG
Approved by:.....LK
Date:....11/92;9/11;8/13

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Sponsored & Cost Accounting
DIVISION: Administration & Finance (Controller)
REPORTS TO: Assistant Controller
GRADE: 14
SUPERVISES: Support staff

BASIC FUNCTION:

Directly responsible for sponsored projects financial compliance, billing and receivables, and financial reporting of sponsored projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform regular reviews of non-pre-audited research transactions for compliance with the University's direct/indirect cost policy, federal agency guidelines and OMB Circular A-21 (and/or other guidance as appropriate), and provide reports of non-compliance to the Assistant Controller.

Review and interpret research awards for proper classification in University financial reporting systems.

Review and approve monthly research billing and letter-of-credit drawdowns, manage the research accounts receivable system, the timely deposits of cash receipts, collections, the monthly aging report of accounts receivable, and reconciliations of subsidiary ledgers to the general ledger.

Review and approve journal entries to general ledger including, but not limited to, transfers of unallowable cost to overhead, grant deficit transfers to overhead, other grant adjustments/corrections, etc.

Supervise office staff and functions which involve scheduling and monitoring flow of work.

Review and approve monthly, quarterly and annual financial reports prior to submission to various funding agencies/sponsors.

Coordinate state, federal and independent agencies' audits, and review information for completeness and accuracy prior to submitting to auditors.

Prepare year-end audit work papers, schedules for external auditors. Coordinate and review audit information prepared by the Research Office prior to submitting to auditors.

Resolve research issues by communicating with University departments/PI, state, federal and various other agencies.

In conjunction with the Research Office, develop and provide training programs for in-house staff and other University personnel on Federal Circulars and University policies/procedures.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting or business administration; minimum of three years of experience in research grants, financial compliance, Federal Circular OMB A-21, A-110 and A-133, financial applications/ERP systems, or equivalent experience; demonstrated strong computer skills, including spreadsheet, database management, query, and word processing; demonstrated ability to communicate effectively verbally and in writing; ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; ability to prepare and present detailed studies and reports and to include recommendations concerning the substance of the studies and reports; ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

PREFERRED: Master's degree in related field or CPA; supervisory experience; financial compliance experience at a complex research institution of higher education.

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