Position Announcement:

**Director of Cost Analysis**

The Director of Cost Analysis is the lead individual responsible for all of the activities related to the Facilities and Administrative (F&A) rate calculation and usage, including developing the F&A and employee benefit cost proposals; compliance with and updates to the DS2 cost accounting policies; assessment of the F&A rate to sponsored agreements; oversight of the biennial fixed assets inventories; maintenance and update of the space inventory; development and compliance with service center rates and rules; completion of the time and effort certification process; and preparation of various financial and cost analysis. The Director also supervises one exempt staff position – the Capital Assets Specialist.

Working closely with the Office of Sponsored Projects and the Capital Assets Specialist, the position provides leadership and guidance to the campus for compliance with OMB A-21 cost principles, assessing F&A rates, financial transactions and coding, monitoring the use and location of capital assets, and other policies and procedures to ensure the accuracy of the financial data for purposes of cost analysis.

Qualifications of the successful candidate include:

* A bachelor’s degree in accounting or business administration or the equivalent combination of education, training and experience from which comparable skills can be acquired.
* Demonstrated success in a supervisory position with similar duties.
* Experience in a University environment or other research intensive organization.
* Working knowledge of general cost accounting and cost allocation principles.
* Knowledge of federal regulations especially the Cost Accounting Standards and OMB A-21.
* Five years appropriate experience in the field or related area, with a focus on data mining, cost analysis and forecasting.
* Proficiency with Excel, Word and database computer applications with a willingness to experiment and learn new technologies.
* Ability to manage multiple projects concurrently, to prioritize tasks and establish work plans and timelines.
* Ability to interpret federal and Institute policies and apply them to complex situations.
* Familiarity with the CRIS system of F&A proposal development.
* Knowledge of the Kuali Financial System or similar university financial software packages.
* A dedicated professional and team player with excellent communication skills and the ability to foster positive relationships and interactions with students, faculty and staff at all levels of the organization.

Founded in 1870, Stevens is a premier private coeducational institution focused on research and entrepreneurship. Stevens is committed to exploring the frontiers of engineering, science, and management. Three schools and one college support the mission of the Institute. Stevens is located in Hoboken, New Jersey immediately across the Hudson River from midtown Manhattan and close to all public transportation. For more information regarding the application process, please visit the Stevens Career website at <http://www.stevens.edu/hr/employment.shtml>.