

## **Director, Sponsored Programs Accounting (1015)**

**Posting Number: req830**

**Working 12 months per year**

**Non-classified Staff**

**Office for Research**

**Pocatello - Main**

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### **Primary Purpose**

As the leader for Grants & Contracts Accounting within the Office for Research, the Director of Sponsored Programs Accounting is responsible for ensuring effective fiscal administrative support for grant and contract projects at Idaho State University, from receipt of a sponsored award through completion of the funded project. The Director will assemble, coach and develop a team of Senior Accountants to perform critical activities such as: account creation, compliance with institutional policies and procedures, effort certification, government post-funding regulations, invoicing, collection, reporting, and grant close out. The incumbent will have a strong understanding of generally accepted accounting principles and compliance issues as they relate to grant/contract funding and knowledge and use of CFR 200. In addition, the Director will act as a liaison between the Office for Research and ISU Departments and as an expert resource for customers on policy, procedure and best practices related to the appropriate expenditure of external funding resources.

### **Key Responsibilities**

1. Provides expert fiscal advice and guidance on research proposals, awards and administrative processes.
2. Along with the Senior Accountants, collaborates with Grants & Sponsored Programs Specialists on the review of proposals for submission to sponsoring entities.
3. Analyzes proposed budgets for accuracy, potential profit/loss and payment restrictions.
4. Analyzes proposals, awards and agreements for compliance and consistency with federal and state laws and regulations, university policy and practice, research compliance financial restrictions and guidelines, financial and academic requirements, and agency policies and procedures.
5. Establishes & manages awards. Assists in solving problems related to the administration of awards.
6. In conjunction with other Office for Research staff, reviews and interprets sponsoring agency submission and expenditure requirements.
7. Manages fiscal data via database.
8. Provides formal and informal training to faculty and staff.

#### Essential Functions:

- Manages all aspects of award management including monitoring, transaction reconciliation, invoicing and approvals and accounts receivable
- Regulation application and compliance
- Office supervision and administration
- Single audit preparation
- Standard and ad hoc report submissions
- Inter-office training as well as training for principal investigators and/or their designees

This position provides support in highly specialized areas of Research Administration. The Office of Sponsored Projects is a customer service organization dedicated to supporting a diverse client set including University administration, faculty, support staff and sponsoring entities. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

#### **Minimum Qualifications**

Bachelor's degree in Accounting, Business Administration or related discipline. Five years experience working with federal or private funding agencies on grants, contracts or other agreements required. Thorough knowledge of the CFR 200. Demonstrated management and/or supervisory experience and effective communication skills.

#### **Preferred Qualifications**

Graduate degree in Business or Public Administration, Law or a related field and four years of increasingly responsible experience within an academic or higher education environment. Computer literacy in data management, document preparation and management, spreadsheet creation and presentation software. Experience with Banner or comparable ERP system.

#### **Please submit the following documents with your application:**

CV/Resume, Cover Letter and a list of three (3) professional references with contact information.

Priority consideration will be given to applications received by October 10, 2019. However, the position will remain open until filled. Salary will be commensurate with education and experience. Includes a competitive benefits package. Offers of employment may be conditional pending successful completion of a background investigation.