

Assistant Director, Sponsored Accounting

Position Details

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| Position Title | Assistant Director, Sponsored Accounting |
| Location | Moscow |
| Division/College | University Research (Div) |
| Department | University Research |
| FLSA Status | Overtime Exempt |
| Employee Category | Exempt |
| Pay Range | \$73,000 or higher depending on experience |
| Type of Appointment | Fiscal Year |

FTE

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Full Time/Part Time

Full Time

Funding

A visa sponsorship is available for the position listed in this vacancy.

Uncertain

Internal Posting?

Position Summary

Under the direction of the Assistant Vice President (AVP) for Research Administration, this position is responsible for management of the OSP units that provide fiscal oversight and maintain compliance for sponsored programs administration. The Sponsored Accounting Unit's responsibilities include review for allowability of costs; preparation and submission of the university's F&A rate proposal; acting as lead in audit or other reviews relating to sponsored programs; monitoring subrecipient compliance and risk

assessments; federal, state and other required reporting for sponsored programs and federal assistance activities; invoicing, financial reporting, and closeouts for individual sponsored projects; and working with non-OSP units in the establishment of service center or external sales rates.

Responsibilities

Job Duty Function

Ensure Fiscal Compliance of Sponsored Program Activity by:

Job Duties/Responsibilities

Assessing and enforcing current policies and procedures associated with fiscal compliance of sponsored project activity; implementing changes as needed to comply with University and sponsor guidelines and regulations; ongoing development and implementation of review processes for auditing expenditure activity; assessing federal regulations and changes in regulations for integration into the University financial systems and APMs; providing guidance to OSP and other university staff on monitoring sponsored project data, expenditures, sub-recipient expenditures and

adjustments; analyzing and interpreting financial activities and providing recommendations for action to the AVP for Research Administration; and monitoring, reviewing and reporting advance interest earned on funds as required by federal regulation.

Job Duty Function

Ensure financial compliance of sponsored program awards by:

Job Duties/Responsibilities

Monitoring the invoicing, reporting and financial administration functions of the unit; evaluating processes and procedures associated with the financial management of sponsored projects, such as collection of funds, tracking of payments and invoices, reconciliation of financial transactions, completion of account adjustments, preparation of financial reports, and finalization of close-out information; preparing quarterly letter of credit financial reports; overseeing the collection of delinquent accounts or accounts where breach of contract has occurred; verifying accuracy of general ledgers prepared by the financial unit,

investigating errors and correcting discrepancies; and overseeing the preparation and submission of closeout documents such as release of liability, patent reports and property reports.

Job Duty Function

Manage the other areas of sponsored programs fiscal oversight by:

Job Duties/Responsibilities

Supervising, training and evaluating unit employees; oversight and review of the F&A rate proposal process and service center rate reviews and approvals; conducting regular staff meetings in support of unit goals; ensuring proper staffing and appropriation of duties to meet deadlines and complete tasks; scheduling and prioritizing Unit tasks and special projects; developing and maintaining procedures manuals for Unit responsibilities; monitoring operations and procedures to determine if procedural improvements can be implemented within the Unit; testing forms, processes and reports for the Banner Research Accounting modules prior to implementation; identifying problems in Banner

grants module and working with ITS to correct; independently researching Banner Research Accounting forms and processes not currently being utilized for possible adaptation and implementation; and training in the use of the electronic research administration system.

Job Duty Function

Provide quality services for internal and external customers by:

Job Duties/Responsibilities

Preparing and presenting training opportunities on University policies and procedures and federal regulations governing sponsored project administration specifically as they relate to financial administration and fiscal compliance; working with individuals and sponsoring agencies when disputes arise or changes to processes have occurred and resolution cannot be obtained by Unit staff; determining outstanding issues and resolving problems; responding to inquiries regarding departmental services, policies and procedures; independently researching, interpreting and explaining laws, rules, policies and procedures to University employees and

external parties; and reviewing documents for compliance with established laws, rules and regulations.

Job Duty Function

Contribute to the team effort by:

Job Duties/Responsibilities

Participating in the development and implementation of short- and long-term goals for the Unit; coordinating with the AVP for Research Administration in fulfilling university, division, and unit strategic plan objectives; facilitating appropriate communications within the unit; creating and maintaining a high-quality work environment. enhancing professional and technical knowledge by providing professional development and training opportunities for the Unit and OSP staff; reviewing professional publications; establishing personal networks; attending classes to improve technical and professional development; and collaborating with other OSP, ORED, and university units to ensure efficacy and efficiency in processes, procedures, and policies. This position is responsible for representation of the unit to external professional organizations, such as

NCURA, COGR, FDP, as delegated by the Assistant VP for Research Administration.

Required Qualifications

- Education/Experience:
 - Bachelor's degree in Accounting, Finance, or Business with at least 20 credit hours of accounting coursework
 - Three years of relevant accounting and budgeting experience
 - Two years of supervisory experience
 - Two years of sponsored programs or research administration experience
- Demonstrated experience:
 - Applying policies and procedures and using available resources
 - Establishing and maintaining effective working relationships with internal and external customers
 - Editing and writing business correspondence and technical documents using proper grammar and punctuation as demonstrated in application materials
 - Reviewing, analyzing and interpreting financial information to prepare financial statements and reports

- Managing multiple projects and tasks under conditions of tight deadlines, multiple interruptions, and distractions
- Developing and monitoring internal controls
- Monitoring and evaluating account activity
- Using computer software and applications for word processing, spreadsheets, data organization and analysis

Preferred Qualifications

- Master's degree in Accounting or Business
- A minimum of three years of experience performing or managing audits
- Knowledge of Federal regulations governing cost principals and research compliance for educational institutions
- Experience with the university's systems, including the Banner database system and the VERAS electronic research administration system
- Experience training personnel in interpreting and applying laws, regulations, and policies specific to research administration
- Certified Public Accountant

Physical Requirements & Working Conditions

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| Degree Requirement | Listed degree qualification is required at time of application. |
| Posting Number | SP002516P |
| Posting Date | 06/25/2020 |
| Closing Date | |
| Open Until Filled | Yes |
| Special Instructions to Applicants | Preferential review of applicants will begin on July 25, 2020. |
| Background Check Statement | Applicants who are selected as final possible candidates must be able to pass a criminal background check. |
| EEO Statement | The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are |

strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

Applicant Documents

Required Documents

1. Resume/CV
2. Letter of Qualification

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Academic Keys
 - Association of Public and Land Grant Universities (APLU)
 - Chronicle of Higher Education
 - Craig's List
 - Department of Labor/Job Service including Job Central or Idaho Works
 - Facebook
 - Higheredjobs.com
 - Higher Education Recruitment Consortium (HERC)
 - Indeed.com
 - LinkedIn
 - National Association of State Universities and Land-Grant Colleges (website)
 - Newspaper
 - Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
 - UI Employee
 - UI Register
 - University of Idaho Website
 - Veterans in Higher Ed
 - Word of Mouth
 - Other Advertising Venue