**CONSULTANT – INDIRECT COST RATE ADVISORY SERVICES**

**JOB DESCRIPTION:**

We are seeking a skilled, experienced cost accountant to join our growing organization. In this position, you will be responsible for analyzing cost data provided by clients and utilizing it to calculate indirect rates. The position is responsible for preparing indirect rate proposals based on federally funded grant and contract requirements and acts as client’s liaison to facilitate the audit and negotiation processes with U.S. Government agencies. Responsibilities also include assisting clients in developing and maintaining compliant practices, including performing assessments of key grant and contract accounting and administrative business systems, preparing policies and procedures, and establishing effective internal controls in accordance with 200 CFR Part 200 (Uniform Guidance).

**RESPONSIBILITIES:**

* Review and reconcile client financial information for various types of organizations
* Analyze cost data in order to make determinations on treatment (direct or indirect)
* Perform complex calculations and allocations necessary to develop indirect and fringe benefit rates, incurred cost submissions, and cost allocation plans
* Understand proposal requirements for various Federal agencies and prepare necessary supporting documentation to meet those requirements
* Calculate rates using different allocation methodologies (e.g., simplified, direct, multiple) and bases (e.g., Salary & Wage, Salary & Fringe, Modified Total Direct Cost, etc.)
* Submit proposals to the government and act as client’s liaison throughout the review and negotiation process
* Communicate with government officials to respond to inquiries and prepare requested support for calculations such as citations of applicable federal rules, as well as financial data and analysis
* Assist clients in developing and documenting policies and procedures, including system requirements and internal controls, for various types of organizations
* Other responsibilities as required

**QUALIFICATIONS AND SKILLS:**

* Bachelors degree in accounting or finance (required)
* CPA license or candidate (preferred)
* 5+ years of accounting experience (required)
* Knowledgeable of federal rules governing development of indirect cost rate and incurred cost submissions including the Uniform Guidance and/or Federal Acquisition Regulation (required)
* Grant and contract administration experience (preferred)
* Excellent analytical skills with a strong focus on accuracy and attention to detail
* Extremely strong Excel skills
* Excellent oral and written communication skills and high confidence in providing well-supported professional advisory business services
* Strong grasp of Generally Accepted Accounting Principles (GAAP), cost accounting and general auditing concepts
* Demonstrated ability to streamline and automate complex processes

**SALARY RANGE:** Dependent upon experience

**LOCATION:** Remote / Telework; applicants should have a dedicated home office space. Some travel may be required.

**TO APPLY**

Please submit a cover letter demonstrating how the qualifications and requirements of the position are met, detailed resume, and contact information for three (3) professional references to alex.weekes@mlweekes.com.

Inquiries may be addressed to Alex Weekes, Principal, at alex.weekes@mlweekes.com.

Review of applicants is ongoing and will continue until the position is filled.

**ORGANIZATION DESCRIPTION:**

ML Weekes & Company, PC is an advisory business services firm focused on helping our clients navigate the complex requirements of federal, state and local grant and contract funding. Our professionals have a thorough understanding of the Uniform Guidance, Federal Acquisition Regulation, Cost Accounting Standards and agency-specific rules and guidance. We have extensive experience in the analysis, preparation and negotiation of indirect rates and offer a broad range of experience including general accounting, auditing, consulting, and resolution of disputes. Our diverse client base reflects the value of our services — from multi-national corporations to small businesses operating in highly regulated public sectors. We are committed to partnering with our clients to enhance cost recovery while minimizing risk associated with grant and contract administration. More information about our firm can be found on our website: [www.mlweekes.com](http://www.mlweekes.com).

**EQUAL EMPLOYMENT OPPORTUNITY:**

We’re proud to be an equal opportunity employer and celebrate our employees’ differences, including race, color, religion, sex, sexual orientation, gender identity, and national origin.