

Director of Sponsored Accounting and Cost Analysis
Stevens Institute of Technology

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Posted May 23, 2024, set to expire Apr. 5, 2025

Job Title Director of Sponsored Accounting and Cost Analysis
Department Office of Sponsored Accounting and Cost Analysis
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted May 23, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Research
Financial Planning/Budget Management

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Sponsored-Accounting-and-Cost-Analysis_RQ28045

Apply By Email

Job Description

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The Office of Sponsored Accounting and Cost Analysis manages the post-award accounting, billing, and financial reporting and analysis of sponsored research grants and expenditures throughout the life of the awards. The Director of Sponsored Accounting and Cost Analysis leads a team responsible for all matters related to managing sponsored grant agreements, including account set-up, transaction document review, accounting, invoicing, collection, and financial reporting on sponsored awards. The Director is responsible for the calculation and application of the F&A, employee benefit, and service

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center indirect cost recovery rates, compliance, as well as the space and capital inventories. The Director works closely with all members of the Office of Sponsored Programs (OSP), Finance, Research Administration, and others throughout the University to ensure smooth, efficient, coordinated, accurate, and compliant financial processes for all sponsored activities.

The Director provides leadership and oversight for the functions and staff related to financial post-award and cost analysis. Research expenditures have increased significantly and will be approximately \$58 million in the current fiscal year. The university is also currently negotiating additional research awards that will significantly increase expenditures moving forward over the next five to ten years. This is a predominantly remote position which reports directly to the Associate Vice President for Finance.

Responsibilities:

- Provide leadership and guidance to the Sponsored Accounting and Cost Analysis team of eight professionals.
- Make recommendations on organizational structure and work with the Associate Vice President for Finance to implement adjustments as research expenditures increase.
- Responsible for effective post-award account management and reporting; rate calculations for F&A, employee benefits, and service centers; and equipment and space inventories.
- Work with other members of the OSP, Research Administration, and Finance teams to develop and deliver policies, procedures, workflows, training programs, and reference guides for all aspects of Sponsored Accounting and Cost Analysis.
- Serve as the liaison to the University's federal cognizant agency (ONR) and the federal auditor (DCAA). Work with the Associate Vice President for Finance on the negotiation and audits of the F&A rates and the employee benefit rates.
- Partnering with the University Executive Director of Finance and Controller to compile the documentation and schedules for the annual Single Audit including the preparation of the SEFA/SESA.
- Mediate cost allowability issues to ensure all compliance requirements are strictly adhered to during the review and approval of all sponsored transactions.
- Create performance metrics analysis reports for senior management.
- Facilitate and lead training sessions on key topics related to research administration.
- Oversee the F&A and fringe rates federal proposal processes
- Responsible for service center rate development and compliance monitoring.
- Monitor all sponsored accounts receivable, design and develop collection methods and identify collection risks.

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- Oversee effort reporting and monitors cost sharing.
- Monitor and approve cost transfers.
- Provide leadership and support for any audit activities involving sponsored awards.
- Monitor key agencies (OMB, NIH, NSF, DOD, etc.) to stay abreast of new and/or revised regulations.
- Work on special projects as requested by senior management.
- Build effective partnerships throughout the University.
- Ensure optimum service to all internal and external partners in response to all requests for service and information.
- Other duties as assigned.

Required education and experience:

- At least 10 years of experience in post-award research administration and/or grant accounting at a higher education or not for profit institution performing similar job functions.
- Demonstrated success in a position of similar responsibilities in a large, decentralized, research organization.
- Fluency in Uniform Guidance cost principles and the reporting requirements of the Single Audit.
- Experience supervising and developing staff.
- Advanced degree in related field or bachelor's degree with experience commensurate to an advanced degree, such as industry presentations, committee membership or publications.
- Experience with large, distributed award management and financial systems.
- Impeccable communication and interpersonal skills with all members of the higher education community: faculty, staff, deans, directors, auditors, etc.
- Excellent qualitative and quantitative skills.

Preferred Education and Experience:

- Experience with Workday and/or Quali financial systems.
- Experience with COEUS and/or InfoEd systems.
- Experience with rate development software.
- Experience in asset management and developing management systems.
- Certified Research Associate designation or similar certification.



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Department

Office of Financial Services

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

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NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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