

Assistant Director of Sponsored Accounting and Cost  
Analysis  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=248532>

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Posted Nov. 11, 2024, set to expire Jul. 12, 2025

**Job Title** Assistant Director of Sponsored Accounting and Cost  
Analysis

**Department** Office of Financial Services

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Nov. 11, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Research  
Financial Planning/Budget Management

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Sponsored-Accounting-and-Cost-Analysis\\_RQ28702](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Sponsored-Accounting-and-Cost-Analysis_RQ28702)

**Apply By Email**

**Job Description**

The Office of Sponsored Accounting and Cost Analysis aids faculty and staff in managing the financial post award aspects of external research funding and oversees the sponsored fringe, indirect, and service-center rate development process for the university. The function plays a pivotal role in supporting the university's strategic goal and initiatives to grow our sponsored research portfolio. Stevens' goal is to double our total university research expenditures from \$40 million to \$80 million per year by 2032. In the last year, research expenditures increased from \$38.5 million to \$47 million. OSA reports through the Division of Finance and is co-located with the Office of Sponsored Programs.

The Assistant Director of Sponsored Accounting and Cost Analysis (OSA) provides leadership and

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oversight for the functions and staff related to financial post-award and cost analysis. This is a predominantly remote position which reports directly to the Director of OSA and is responsible for managing the day-to-day operations of the sponsored accounting staff, in addition to co-leading the cost analysis functions, such as rate preparation and negotiations, effort reporting, an audit assistance. Stevens receives external funding via grants, contracts, and cooperative agreements and OSA Centrally aids and supports from award setup through award closeout to ensures compliance with all Federal, State, University and sponsor policies, procedures, and guidelines. This position works closely with the Office of Sponsored Programs, as well as other financial and administrative units across campus and throughout the University.

**Essential Job Duties:**

- Work in close collaboration with the Director of OSA and the Office of Sponsored Program (OSP) Directors in supporting the university's Research Administration infrastructure. Have the ability to perform Director of OSA's responsibilities as needed.
- Manage the day-to-day sponsored accounting staff operations to ensure all key functions are completed timely.
- Mediate cost allowability issues to ensure all compliance requirements are strictly adhered during the review and approval of all sponsored transactions.
- Create performance metrics analysis reports for senior management. Manage staffing, including performance evaluations, and other HR related matters.
- Facilitate and lead training sessions on key topics related to research administration.
- Provide guidance to senior leadership to ensure both technology resources and processes are streamlined, automated and efficiencies are continuously being assessed.
- Manage and monitor operating systems related to the management of financial post-award functions to ensure efficient workflow and internal controls are in place.
- Oversee the Facilities and Administrative (F&A) federal rate proposal process.
- Oversee the annual Fringe Benefit Proposal for submission to the federal cognizant agency, including gathering and submitting accurate information and data.
- Service Center rate development and compliance monitoring. Annually review, analyze, and reconcile the general ledger activity to validate the development of new rates.
- Provide support for various audit activities involving sponsored awards.
- Work on special projects as requested by Director and perform other related duties as assigned.

**Other Job Duties:**

Promote the University's commitment to customer service by:

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- Build effective partnerships with co-workers throughout the University by freely sharing appropriate information and proactively helping when needed.
- Ensuring optimum service to all internal and external partners in response to all requests for service and information.
- Maintaining an environment that is welcoming to persons of all backgrounds, nationalities, and roles

**Required Qualifications:**

- 8 years of experience in post-award research administration and/or grant accounting with a bachelor's degree in business, research administration or related field; or 6 years of experience in post-award research administration and/or grant accounting with a master's degree in business, research administration or related field.
- Excellent qualitative and quantitative skills.
- Experience in a college or university, or other not-for-profit institution performing similar job functions.
- Ability to interact professionally with all levels of university personnel, as well as the research administration, and funding agency community.
- Excellent interpersonal, verbal, and written communication skills
- Proficiency in word and excel (i.e., pivot tables, v-lookups, etc.)
- Demonstrated success in a position managing concurrent, high-volume number of requests while providing best in class customer service.
- Knowledgeable of accounting standards (GAAP, GASB, CASB) and internal control procedures, and Uniform Guidance
- Dedicated, high-integrity professional and team player.
- Ability to work well under pressure
- Staff management experience

**Preferred Qualifications:**

- Extensive knowledge of effort reporting, cost sharing, and overhead rates
- Audit experience dealing with cost allocation issues
- Utilization of data warehouse reporting and querying tools
- Cost accounting at a large research university is a plus
- Certified Research Associate designation or similar certification
- Experience with Huron's "Solution for F&A Management (EFACS)" or other similar software



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**Additional Considerations:**

Must be U.S. citizen

The Office of Sponsored Accounting is centrally one of the primary functions responsible for ensuring the university establishes and maintains effective internal control that provides reasonable assurance we are managing federal awards in compliance with federal statutes, regulations, university policy, and the terms/conditions of the award.

**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](mailto:Jobs@Stevens.edu).

**Contact Information**

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

**Contact**



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