***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Accountant, Sponsored Projects Cost**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Accounting - Cost

**Job Summary:**

Performs reviews and analyzes simple cost accounting transactions utilizing standard cost analysis and accounting principles ensuring compliance with federal and state regulations and UMB policies.

**Essential Functions:**

* Administers and maintains effort reporting system to ensure accuracy and appropriate application of policies, procedures, and acceptable standards. Processes campus wide transfers of payroll charges to reflect proper effort reporting.
* Prepares reports for campus distribution. Analyzes and encourages compliance with goals related to compliance.
* Analyzes, adjusts, and prepares various schedules, exhibits, and summaries to support the University’s Facilities and Administrative Cost Rate Proposal.
* Works collaboratively with campus departments to perform analysis and maintain systems, such as fixed assets, and space systems.
* Examines and ensures integrity/reliability of the federal, state, and UMB costing reporting, programs, and controls.
* Reviews and approves various financial transactions to ensure compliance with federal regulations, such as OMB Circular A-21, and other costing regulations.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Business Administration, Business, Finance, or related field

Experience: Three (3) years related experience, preferably in cost analysis or higher education accounting

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1251E

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E40121 AAP Code: 3A