***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: **Assistant Director, Sponsored Projects Accounting and Compliance**

Job Family: Finance, Budget, Accounting, and Internal Audit Sub Family: Accounting - Cost

**Job Summary:**

The Assistant Director, Sponsored Projects Accounting and Compliance(SPAC) is responsible for the development and implementation of systems, policy, and process for the accounting teams that are responsible for sponsored project setup, maintenance, and report.

**Essential Functions:**

* Assists the Director in implementing strategic plans of internal operational initiatives for Sponsored Projects Accounting and Compliance (SPAC). Oversees short-term and long-range planning. Develops strategies and makes recommendations to the Director.
* Continuously assesses the SPAC Team’s ability to maintain high quality, value-added services to the University community. Implements efficiencies and new, creative approaches where necessary to address increases in workload volume or complexity.
* Ensures alignment with SPAC and campus-wide goals/objectives in order to promote maximum staff member benefit and effectiveness as well as overall functional productivity. Develops metrics and associated quality assurance monitoring.
* Provides direction and expertise in sponsored projects award set up and maintenance; invoicing and revenue collections; grant and contract financial reporting; fostering a culture of successful financial management of sponsored projects.
* Establishes and maintains effective relationships with internal and external representatives of the University, providing seamless customer service. Facilitates effective communication and proactively represents the department and UMB both internally and externally.
* Assists the Director in managing the recruitment, hiring, orientation, and professional development of the Sponsored Projects staff, including day-to-day supervision, setting team goals and objectives, implementing team building strategies, employing outcomes.
* Identifies the training needs of the Sponsored Projects Team and coordinates delivery of training to meet such needs. Ensures that the staff members possess current, expert knowledge of applicable federal regulations, laws, state statutes and University procedures.
* Prepares and facilitates operational and administrative related meetings for SPAC staff to ensure timely identification and resolution of issues for consistency in practices and methods and encourages effective and creative solutions.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Five (5) years progressively building a background in the various departmental functions.

Supervisory: Two (2) years of experience at a management/leadership level.

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: E1245H

SOC Code: 113030 IPEDS: Grad Busn

EEO6 Code: Executive/Admin/Managerial State Code: 9358500

USM eCode: E24126 AAP Code: 1C