***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: **Director, Sponsored Projects Accounting And Compliance**

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

Sub Family: Accounting - Cost

**Job Summary:**

Direct and oversee the personnel, systems, policies, and procedures necessary to efficiently manage the post-award accounting function of the University to ensure financial compliance with all Federal, state, and local laws and sponsor regulations.

**Essential Functions:**

* Provide leadership and oversight to the Sponsored Projects Accounting and Compliance team.
* Partner with other leaders within Administration & Finance to administer approved accounting practices throughout the organization ensuring that financial and operating reports accurately reflect the condition of the business and provides reliable information.
* Partner with the Office of Research and Development and organizations within the schools to improve processes and relationships.
* Direct the identification and development of areas for work process improvements.
* Coordinate grantor monitoring visits and oversees University activities associated with external financial audits involving sponsored activities.
* Develop appropriate Sponsored Programs Accounting policies and procedures.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Seven (7) years progressively building a background in the sponsored project, post-award, cost, or compliance accounting functions.

Supervisory: Four (4) years of experience at a management/leadership level.

Licensure/Certification: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager (CFM), or Certified Internal Auditor (CIA) preferred.

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: E1245I

SOC Code: 113030 IPEDS: Management

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

USM eCode: E24126 AAP Code: 1C