***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: **Manager, Costing and Compliance**

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

Sub Family: Accounting - Cost

**Job Summary:**

Manage the unit responsible for the preparation of financial data related to the University’s negotiated Facilities and Administrative (F&A) Rates for federally sponsored projects. Monitor and maintain accounting policies, procedures and systems that provide compliance with OMB Circulars A-21, A-133, A-110 and Cost Accounting Standards. Provide the necessary financial support infrastructure for the University’s international operations. Ensure Sponsored Project offices, Divisional School Business offices, and Financial Services are in compliance with financial regulatory requirements for grants and contracts. This position will be responsible to monitor and identify unallowable costs, maintenance of accounting policies for proper segregation of expenditures (including object code utilization), review of effort reports, and monitor service center accounts.

**Essential Functions:**

* Responsible for the preparation of the University’s Facilities and Administrative (F&A) rate proposals and related analysis.
* Work with Financial Services and Capital Planning to perform various analyses. Maintain University systems, such as effort reporting, fixed asset system, and/or space survey system.
* Actively participate in software development projects that assist in the above-mentioned functions.
* Manage cost analysis personnel in alignment with department and campus-wide goals/objectives.
* Maintain efficiency and productivity by developing, implementing, and coordinating policies and procedures.
* Foster and support a collaborative consultant/client environment, providing business unit and campus representatives with assessment, training, and advisement regarding sponsored account administration and A-21 costing.
* Monitor, review, and evaluate ongoing A-21 costing programs and controls, assessing needs and facilitating improvements.
* Provide leadership in the financial management of international operations in order to maintain their efficient and compliant operations.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Six (6) years spent progressively building a background in grant and contract administration and compliance.

Supervisory: One (1) year of work coordination of others.

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: E12X7H

SOC Code: 113030 IPEDS: Management

EEO6 Code: Professional State Code: 9359001

USM eCode: E23126 AAP Code: 3A