Clark Atlanta University
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Cost Accountant Manager</th>
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<tr>
<td>Employee:</td>
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<tr>
<td>Department:</td>
<td>Finance Department</td>
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<tr>
<td>Reports To:</td>
<td>Associate Controller &amp; Director of Grants</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**General Function (Description):**

The Cost Accountant is accountable for the build out of the cost accounting function, as well as preparation of Civil Space IDIQ Labor Rate Pricing which provide basis for charges from campus units providing services to the research community and charges to sponsored projects. Additionally, s/he will establish and update labor rates accordingly. The Cost Accountant monitors the financial activities of restricted accounts, prepares financial reports, and participates in audit preparations. The Cost Accountant must also define and maintain cost accounting support systems and databases. And, will ensure that studies are conducted in accordance with university policies and applicable federal regulations, such as Federal Acquisition Regulation (FAR). Assist university employees with document submission, such as tasks reporting and budgeting.

At CAU, this position is part of the Grants and Contracts Accounting unit of the Finance department. This position will have a dual reporting relationship since it is responsible for post award restricted accounting of federal, state, and private grants, cooperative agreements, contracts, and contributions. The Cost Accountant will have contact with the University's Chief Financial Officer, Controller, Principle Investigators, Program Directors, Program Managers, and other business and academic officers which requires strong interpersonal communication skills: both written and verbal. The position interacts on a consistent basis with research faculty and staff, campus administrative officers, financial managers, external auditors, and audit agency representatives.

**Examples of Duties and Responsibilities:**

- Establishes financial framework for externally sponsored grants, cooperative agreements, and contracts of the institution
- Reviews, approves, and monitors restricted expenditures for cost reimbursements
- Prepares applicable financial reports for external sponsors relative to the contract terms and conditions
- Maintaining Cost Accounting System
- Manage activities related to the preparation of rate studies, related analyses and reports
- Define and maintain the rate information system including data to be retained, processes to be performed, and information to be shared with auditors/negotiators, and report preparation
- Review all invoice billings to ensure that the cost is reasonable, allowable and within terms of the contract
- Ensure that all bids are submitted in a timely manner
- Coordinate with other university departments and unit financial managers to prepare, maintain, and publish updated Service/Recharge Center rate studies
- Serve as a liaison and maintain official files related to external audits
- Provide senior management with recommendations on policy formulation and education on issues such as internal controls, rate development/reporting, and audit issues
- Manage selected assignments to provide DCAA and other audit agencies with supporting documents and explanations
- Prepare and maintain fringe benefit rate studies; including supporting and defending through audit
- Develop and maintain policies and procedures, annual certifications
- Prepares and reconciles monthly billings to federal, state, and other external sponsors
• Reviews Banner general ledger transactions to ensure accuracy
• Assisting in month-end-close of the General Ledger
• Manage budget requirements in coordination with the Budget Office
• Maintain databases used in uploading data files and running reports used in rate study preparation
• Manage selected assignments to provide audit agencies with supporting documents and explanations
• Participate in the development and implementation of sponsored accounting and rate study policies & procedures
• Conduct periodic Sponsored Program training programs for faculty and campus administrators
• Perform other related duties as assigned

Knowledge, Skills and Abilities

• Requires considerable knowledge of federal regulations governing administration of research grants and contracts accounting
• Knowledgeable of CFR Part 200 – Uniform Administrative Requirements, cost principles and audit requirements
• Working knowledge of computerized cost accounting/rate information systems preferred
• Must have a sound understanding of principles and practices of cost accounting as it is applied to the production of rate studies within a university research environment.
• Strong analytical problem solving and financial analysis skills required
• Experience working with faculty and staff, and the ability to collaborate with a multi-department team
• Ability to multi-task, work under pressure and meet deadlines required
• Ability to accurately prepare daily, weekly, monthly, quarterly and annual reports
• Strong interpersonal and customer service skills required
• Strong verbal and written communication skills required
• Must be PC proficient
• Experience with BANNER or a cost accounting system is a plus
• Strong experience with Microsoft Excel, Access and Word
• Motivated self-starter who likes to work in a fast-paced, higher education environment

Minimum Hiring Standards

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<tr>
<th>Education</th>
<th>Bachelor’s Degree in Accounting.</th>
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<td>Years of Experience Required</td>
<td>Minimum of five solid years of Cost Accounting in a higher education environment preferred; or experience working in an accounting capacity for firms doing contract accounting work for the federal government.</td>
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<td>Years of Management/Supervisor Experience</td>
<td>n/a</td>
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