

# Assistant Director of Sponsored Project Accounting and Fiscal Compliance

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## Posting Details

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<b>Posting Number</b>	A02265
<b>Position Title</b>	Assistant Director of Sponsored Project Accounting and Fiscal Compliance
<b>Position Number</b>	E01058
<b>Salary for Announcement</b>	<p>The salary range for this position is \$85,000 – \$95,000. The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.</p> <p>The above salary range represents the University’s good faith and reasonable estimate of the range of possible compensation at the time of posting.</p>
<b>Pay Grade</b>	18
<b>Employee Category</b>	Administrators
<b>Department</b>	Accounting Services
<b>EClass Code</b>	Full Time Professional Staff
<b>Position Summary</b>	<p>This position exists to serve as the University’s Associate Director of Sponsored Project Accounting and Fiscal Compliance; ensuring the University remains in compliance with all applicable fiscal rules and regulations; upholding an infrastructure where our Principle Investigators have the necessary resources to effectively manage their awards by creating and maintaining processes to ensure financial resources are received to help support the University’s mission.</p>
<b>Duties/Responsibilities</b>	<p>IND208</p> <p>50% – Serve as the University’s expert on all federal, state, local, and private grants in relation to post award fiscal compliance as well as financial stewardship and fiscal reporting. Act as a liaison between the Principle Investigators (PIs) and the Administrative branch for post award responsibilities, advise the PIs on the interpretation of the grant fiscal requirements and the process of fiscal reporting. Serve as the key fiscal resource for grant recipients. Provide quarterly presentations, training, and updates to PIs on relevant fiscal matters. Review and approve sponsored project purchasing and payroll documents. Create, review and maintain fiscal policies and procedures related to sponsored projects. Advise and collaborate with other departments such as Budget, Foundation, Financial Aid and PI’s to determine and implement processes related to financial transactions.</p> <p>20% – Supervise 3 professional accountants (2 Grant Accountants, and 1 post award fiscal Compliance Officer). Monitor workflow to ensure accuracy and timeliness, train staff on duties as needed, design staff performance plans, conduct appraisals, discipline as necessary, hire, manage leave time etc. Perform formal reviews of staff’s reconciliations, journal entries, procedures, and other work products.</p> <p>10% – Coordinate the cash flow for the Restricted Funds, ensuring compliance with regulatory bodies, while minimizing negative cash, which includes in part, review of letter of credit draws, cash receipt and accounts receivable billings as well as internal and external collection efforts (excluding Student AR).</p>

10% – Responsible for initial review and on-going annual review of subrecipients, documenting the level of risk and developing related reviews and possible audits. Also serves as the point of contact for external auditors on fiscal matters related to grants and contracts,

10% – Assembles, compiles, calculates and disseminates data including monthly, quarterly, and annual reports to federal and state agencies, auditors, and other departments/divisions, i.e. budget to actual, stagnant ICR funds, etc. Compiles supporting schedules and state exhibits for quarterly and annual financial statements, and reviews/approves adjusting and closing entries for the Restricted funds, while ensuring timely monthly close processes.

**Required Qualifications**

- BS in Accounting or related field or equivalent work experience
- Working knowledge of deferrals/accruals, encumbrances, and professional experience working in an integrated financial system.
- Professional experience with post award grant administration including but not limited to reviewing and interpreting notice of awards and budget narratives and completing federal financial reports.
- Experience interpreting and applying uniform grant guidance to ensure federal grant compliance.
- One year of customer service experience or collaborative/supportive work with PI's.
- Professional experience with Microsoft Excel, Word, Teams, and Outlook

**Preferred Qualifications**

- Banner Finance Experience, Workday, or related financial system experience.
- Microsoft Access Experience
- Experience collecting and analyzing quantitative and qualitative data.
- Experience creating reports and conducting annual reporting.

**Work Hours**

8-5 M-F

**Posting date**

08/23/2022

**Closing date**

**Closing Instructions**

Open Until Filled

**To ensure full consideration, applications must be received by 11:59pm (MT)**

**Special Instructions to Applicants**

Please see Special Instructions for more details.  
IMPORTANT: In order to be considered as an applicant you must apply via the online application system, <http://www.msudenverjobs.com>.

References refers to a list of three professional references and their contact information.

Official transcripts will be required of the candidate selected for hire.

**Talent Team Representative**

Elizabeth Wellington

**Talent Team Representative E-mail**

[ewelling@msudenver.edu](mailto:ewelling@msudenver.edu)

**Benefits**

MSU Denver is pleased to offer our current and potential employees a wide array of benefit options. To learn more, please visit the following link:

**[Employee Benefits Offerings](#)**

**Diversity Statement**

Metropolitan State University of Denver is a unique, access-oriented campus community that values diversity, equity, and inclusion in all its forms. Our student population consists of nearly 50% first generation students and over 45% students of color. We are a designated Hispanic Serving Institution located in downtown Denver.

We create an equitable learning and working environment in concert with individuals who consistently demonstrate commitment to equity and inclusion. We greatly value the diverse identities and perspectives of our students, faculty, and staff and recognize that in order to achieve a just and equitable society, diversity must go beyond simple representation. It requires critical inquiry and dialogue and a commitment to action. We

strive to provide a culture of belonging for all community members to achieve personal and professional success.

MSU Denver is committed to creating and fostering a work environment and culture of belonging; we are proud of the work our employee affinity groups contribute to our culture. For more information on our employee affinity groups please visit this [link](#).

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## Applicant Documents

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### Required Documents

1. Resume or Curriculum Vitae
2. Cover Letter/Letter of Application

### Optional Documents

1. References
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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).