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| Job Title | Senior Manager of Research Policy & Indirect Cost |
| PVN ID | RF-2404-006229 |
| Category | Managerial and Professional |
| Location | RESEARCH FOUNDATION OF C.U.N.Y. |
| Department | Finance |
| Status | Full Time |
| Annual Salary | \$113,745.00 - \$132,703.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 03, 2024 (Or Until Filled) |

General Description

Reporting to the Deputy Controller, the Senior Manager of Research Policy & Indirect Cost oversees the following research financial activities for the RF: indirect cost models, rate proposal and negotiation; cost reporting; space monitoring; Uniform Guidance compliance; audit support; subrecipient monitoring; service centers; and effort reporting. The Senior Manager is a key member of the CFO's leadership team, and is responsible for strategically leading a team of three to support the needs of the RF and the Colleges of CUNY in the areas of research policy and indirect cost.

Indirect Cost

Responsible for the development and monitoring of indirect cost models; develops work plans for the periodic indirect cost proposal; executes the indirect cost proposal, including coordinating with the College/CUNY units and external consultants, where applicable; updates the CFO and Controller on work plan progress and continually seeks ways to improve the rate proposal process; responsible for developing other governmental recovery rates including fringe and other rates charged to sponsored projects; serves as key liaison and lead rate negotiator with relevant government agencies.

Space Monitoring

Oversees and maintains the RF's space survey system for purposes of indirect cost rate development, provides training to College representatives who perform the space survey; reviews the adequacy of CUNY Planning's space functionalization data (the basis for allocating building and equipment depreciation and overhead and maintenance costs to research). Coordinates the detail review of the space survey with School and Grants Officers.

Uniform Guidance & Audit Support

The Senior Manager is responsible for issuing and maintaining all indirect cost policies of the RF in accordance with the federal Uniform Guidance and preparing CUNY College DS-2s, where applicable. The Senior Manager will work closely with key business partners to support the needs of the CUNY Colleges in the

areas of research policy and indirect cost as well as external partners including representatives from various governmental agencies.

Responsible for the preparation of the annual Schedule of Expenditures of Federal Awards (SEFA) and related data collection form for the annual audit required under the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance); resolves issues arising from the audit; seeks out and leads process improvement initiatives related to the annual report filing; supports audits of sponsored programs, including data collection, research, formulation of responses, and development of any necessary corrective action plans.

Subrecipient Monitoring

Oversees the maintenance of the subrecipient financial database and review of all Subrecipient Certification and Financial Status Questionnaires and supporting documentation; responsible for performing risk assessments for new subrecipients.

Service Centers

Oversees the annual re-certification of service centers used to control allowable charges on services or products used principally within the University community; works with the appropriate department to review and approve requests for new service centers, ensures research activities that involve a service/recharge center are compliant with federal Uniform Guidance.

Effort Reporting

Oversees compliance with effort reporting requirements CUNY-wide, which includes updating policy and training materials, delivering training to Grants Officers across the Colleges of CUNY, overseeing upgrades to the internally developed effort reporting system, and monitoring approximately 4,000 effort report certifications as required by RF policy.

Sponsored Property & Equipment

Oversees the tracking and compliance of all equipment purchased via sponsored projects. Manage Property Coordinator who assists with the periodic review of physical inventories conducted at CUNY institutions required to verify the location and the tagging of equipment items recorded in the CUNY First property management system.

Other Duties

- This high visibility finance role provides reliable data and analysis to assist with decision making, planning, metrics, and reporting, as well as serves as a trusted business advisor to the leaders of the RF Finance office.
- Plan, forecast, and report indirect rates to internal and external stakeholders and authorities, including CUNY Leadership, Government Compliance, and external auditors and reporting agencies.
- Develop and maintain reports designed to identify cost elements and base elements driving fluctuations and rate overruns or underruns.
- Manage and support all audit requests received from external auditing agencies, as well as inquiries received during the quarterly financial statement audits

- Assist with streamlining processes and implementing automation efforts.
- Identify areas where automation could reduce level of effort or preparation time.
- Prepare and present trainings on various topics relating to rate strategy.
- Possess the skills to identify issues, schedule and facilitate meetings with stakeholders and drive resolution of issues in a timely manner.

Qualifications

- Bachelor's degree required; advanced degree or other professional certification strongly preferred.
- A minimum of ten years' related experience required, including managerial. At least five (5) years' experience in sponsored project administration in a large, complex environment (preferably higher education or health care) required.
- Knowledge of direct and indirect cost allocation in accordance with Uniform Guidance required.
- Updating policies and procedures on Uniform Guidance Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal awards and other relevant sponsored related areas, are essential.
- Excellent oral and written communication skills, plus the ability to work closely and effectively with a diverse group of senior CUNY administrators, characterized by strong consensus building, relationship building, and presentation skills, are essential.
- The successful candidate must have sound judgment, with an open collaborative style of leadership that encourages teamwork and cooperation, and a strong role model, manager, and coach of three (3) direct reports.
- Must have a passion for excellent customer service and commitment to exceptional quality, as well as high energy levels.
- Ability to work well in a hybrid setting, while understanding team dynamics and deadlines.