
Job Title	Compliance Manager
PVN ID	RF-2407-006331
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Annual Salary	\$98,103.00 - \$114,454.00
Hour(s) a Week	35
Closing Date	Sep 09, 2024 (Or Until Filled)

General Description

This is a key and important management position responsible for the RF's annual federal Uniform Guidance audit and the creation of the *Schedule of Expenditures of Federal Awards*. Therefore, the incumbent must have full working knowledge of the Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) as it pertains to Uniform Guidance audit and subaward regulations. The Compliance Manager is responsible for generating policy in accordance with the aforesaid and overseeing its implementation. The Compliance Manager works closely with both Grants & Contracts and Legal to ensure adherence to federal and sponsor regulations.

Other Duties

- In accordance with federal Uniform Guidance, prepare a Schedule of Expenditures of Federal Awards (SEFA) at 9 months and year-end for use by the RF's independent accounting firm in the performance of the RF's Single Audit. Ensures that established internal processes exist to ascertain that the SEFA is fairly stated in all material respects in relation to the RF's basic financial statements and is compliant with federal Uniform Guidance regulations. Works one-on-one and on a daily basis with auditors to ensure accurate and timely responses to all questions. Point person for all audit requests made by RF departments.
- Monitors 3rd party subrecipients to ensure compliance with federal, state and local laws by reviewing respondents' Subrecipient Questionnaires and Financial Statements in order to assess subawardee risk. Determines if risk assessment requires further oversight including site visits. Has primary oversight responsibility for ensuring that subrecipients complete annual certifications disclosing audit findings. Verifies subawardees are neither debarred nor suspended by the federal government on a semiannual basis.
- Provides feedback to G&C and Legal regarding proper classification of subrecipients. Reviews federal and federal pass-through project data (i.e. – CFDA#, Subrecipient vs. Contractor guidance, etc.) for

- accuracy and completeness. Notifies appropriate departments when corrections are warranted.
- Reviews independent auditor's preparation of Filing Data Collection Form for Federal Audit Clearinghouse before submission.
 - Responsible for submission of RF's Uniform Guidance Audit with auditor's opinion to Prime Recipients.
 - Responsible for the creation of all policies and procedures relating to Uniform Guidance audit, following federal guidelines. Ensures procedures and Federal publications are properly communicated to RF staff.
 - Prepares data for senior colleges to complete National Science Foundation Higher Education Research and Development Survey (NSF HERD) reports. As part of the NSF HERD survey preparation, the Compliance Manager is required to work with strategic personnel across CUNY (e.g. Grants Officers) to obtain accurate and complete award information.
 - Oversees the Personnel Activity Reports (PARs) process weekly to ensure that open items remain low, and that Schools respond in a timely fashion to requests. Works directly with GOs and Pls to resolve outstanding issues to avoid audit disallowances. Responds directly to Internal Audit requests and questions related to effort reporting.
 - Works one-on-one with IT, to streamline processes and improve efficiencies in reporting including Release Time and Summer Salary recoveries. As needed, demonstrate systems to outside users at the RF and Field.
 - Routinely informs the Deputy Controller, and Senior Manager of Research Policy & Indirect cost of work progress and any critical matters; where necessary identifies problems and implements solutions.
 - Recommends techniques to increase efficiency while maintaining business practices which are compliant with governmental and sponsor regulations.
 - Prepares financial reports on an ad hoc basis for use by Executives.
 - Perform other duties as assigned.

Qualifications

- BS/BA degree in Accounting from an accredited institution.
- 8+ years of professional accounting experience required.
- Knowledge and working experience in accounting for non-profit organization, preferably in a university or research-related setting.
- Proficiency in Microsoft Word and Excel, ability to create and use mid-level Excel functions
- Expertise in making public presentations and communicating effectively with diverse constituencies, including all levels of management and external organizations.
- Proficiency in utilizing technology for generating reports, analyzing and forecasting trends, researching problems and training staff.
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions.
- Works independently in meeting objectives.
- Ability to work well in a hybrid setting, while understanding team dynamics and deadlines