

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Cost Accountant  
Code: 19165  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Research Development/Vice President for Research  
Reports To: Associate Director of Finance

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## *Summary*

- Function: To perform cost accounting activities for sponsored programs and increase the awareness of federal costing policies and procedures.
- Scope: Responsible for performing technical, financial analyses and reporting on cost activities as they relate to sponsored programs.

## *Duties*

- Typical:
  1. Develops and implements guidelines and processes for the review and approval of recharge, service centers, and specialized service facilities (SSF).
  2. Assists in the review and analysis of campus recharge activities and rate proposals; develops and monitors research service center and core facility rates.
  3. Provides leadership, guidance and training to faculty and staff regarding federal costing policies; develops and delivers training topics and materials.
  4. Develops and implements costing policies and procedures; resolves costing variations; monitors compliance with cost accounting standards, cost accounting regulations, and Government Accounting Standards.
  5. Designs and prepares forecasts, presentations and management reports; develops financial models for strategic initiatives; partners with the University Controller's office on financial matters.
  6. Determines billing rates; addresses unrelated business income tax issues; monitors and prepares billing/invoicing.
  7. Provides guidance and assistance to faculty and staff in writing business plans.
  8. Performs other duties as assigned.
- Periodic:
  1. Attends meetings and conferences; serves on committees.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Accounting, Economics, Finance or Business Administration from an accredited institution.	Master's degree in Business Administration from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Certified Public Accountant (CPA).

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of professional experience in cost accounting and analysis.	Similar experience with federal costing policies and procedures or with sponsored programs.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office Suite, and standard office equipment.	Proficiency in the DEFINE financial system.

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend

### *Supervision*

<b>Received</b>	<b>Given</b>
Determines own work methods and solves problems utilizing specialized knowledge and experience, resulting in minimal supervision while work is in progress.	May directly or indirectly supervise assigned staff.

### *Accuracy*

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.