

## **Associate Controller of Sponsored Projects Financial Administration**

[Yale University](#), one of the world's preeminent research universities, invites nominations and applications for the position of Associate Controller of Sponsored Projects Financial Administration.

### **YALE UNIVERSITY**

Founded in 1701, Yale University has been dedicated to expanding and sharing knowledge, inspiring innovation, and preserving cultural and scientific information for future generations.

Yale University is widely recognized as one of the world's leading research universities. Yale's excellence in research and scholarship helps solve real-world problems and furthers its mission to improve the world today and for future generations. Through academic leadership and strategic partnerships around the world Yale works to advance research, create knowledge, and further innovation.

Yale is renowned for both discovery and teaching. As a unified, innovative, and accessible student-centered research university, Yale's labs and classrooms are turning out the next generation of world renowned innovators in many areas of research excellence, from biotechnology and environmental science to oncology, pharmaceuticals and quantum computing.

Located in New Haven, Connecticut, Yale is within easy reach of a variety of settings. New York City is only 90 minutes away by car or train. Historical New Haven, overlooking Long Island Sound, is the hub of a 17 city and town residential community that boasts beautiful beaches, quiet forested areas, and exciting cosmopolitan opportunities.

### **RESEARCH AT YALE**

Yale researchers' innovations and groundbreaking medical and scientific discoveries are expanding human knowledge and helping to improve the human condition. Yale has an endowment of \$31 billion, an annual budget of \$4 billion and approximately \$837 million in sponsored research each year. Of this amount, nearly 80% occurs at its Medical School, which is an internationally recognized center for biomedical research, education, and advanced health care and is embarked on a significant expansion of its clinical research and clinical trials programs.

There is rapidly growing interest among Yale faculty and students in innovation, entrepreneurship, and interaction with the non-profit and commercial sectors to help Yale ideas make a difference in the world. New Haven has a thriving bio-tech ecosystem with more than \$1 billion in external private venture capital having been invested in local companies based on Yale IP. Yale is playing a growing role in regional and state economic development.

## **THE POSITION**

The Associate Controller of Sponsored Projects Financial Administration has responsibility for overseeing the post-award financial administration relating to sponsored projects for Yale University. This key leadership position has a primary reporting line to the University Controller with a dual reporting line to the Senior Associate Provost for Research Administration. The Associate Controller is responsible for developing and maintaining effective and efficient policies, business processes, and tools to sponsored projects financial administration and compliance at the university. The Associate Controller is responsible for identifying, developing, and working with OSP Compliance for implementing post-award financial management training for faculty and staff to foster awareness, understanding, and support for a strong internal control environment regarding financial administration of sponsored projects at Yale University. The Associate Controller has direct oversight responsibility for the operations of the University's Office of Sponsored Projects Financial Management team. These operational responsibilities include grants and contract award set-up amendments, financial reporting creation and submission, invoicing, cash draws, collection, and application of payments, account receivables, financial closeouts, quality assurance of financial information and managing internal and external audits of such activity. This position requires a high degree of collaboration with other central financial and administrative offices as well as schools and units across the campus.

For more information, see <https://your.yale.edu/research-support/office-sponsored-projects/financial-management>.

## **Primary Responsibilities**

- Direct activities for the Sponsored Projects Financial Administration. Manage and oversee recruiting, career development, performance, and training activities for a large staff of exempt and non-exempt employees.
- Monitor University sponsored funds and activities according to federal, state, sponsor, and university policy, regulations, and guidelines, including 2 CFR 200. Interpret regulations and guidelines for the University. Define, develop, and provide guidance on University policies, processes, and procedures. Assess risks and initiate changes where appropriate. Maintain current expertise in all applicable rules, regulations, guidelines, and proposed changes to such.
- Develop effective and efficient practices to support sponsored projects financial administration across campus. Identify and implement methods to increase effectiveness and efficiency. Initiate process redesign to reduce administrative burden on University grant and contract recipients, departmental administrators, and central staff while maintaining compliance and strengthening internal controls. Develop and monitor quality assurance processes. Work closely with OSP compliance to develop monitoring activities and communicate results to staff and leaders to reinforce training opportunities and accountability.
- Identify and work with Financial Systems and Solutions to evaluate, and implement system modifications to minimize obstacles, streamline processes, improve effectiveness, and increase efficiency of grant and contract related activities. Prioritize proposed system changes, as necessary.

- Lead the response to audit activities by federal, state, and independent auditors. Assist departmental personnel with audit activities. Defend audit disallowance claims. Maintain records of audit activity. Develop management responses, and define and implement corrective actions plans, as necessary.
- Direct the timely and accurate preparation and submission of required financial and accounting reports to sponsors. Oversee the timely and accurate closeout of sponsored awards and University accounts according to University policy and strong accounting practices.
- Manage review of cash flows, quarterly reports, and final financial reports to sponsors. Manage the process to invoice and collect all grant and contract revenue. Assure appropriate controls, systems, and reconciliation processes are in place.
- Support the preparation of the Cost Accounting Standards Disclosure Statement (DS-2).
- Develop and facilitate collaborative partnerships with school leadership, faculty, and staff to foster understanding of policy and administrative issues and alignment around service levels and opportunities for improvement.
- Advise and assist with the interpretation of research policy and proposed legislation.
- Serve as a subject matter expert in the design, development, and delivery of campus-wide training requirements.
- Serve on campus-wide committees, as directed.

## **CANDIDATE PROFILE**

The Associate Controller will bring well-developed leadership, managerial, decision-making, planning, organizational, and problem-resolution skills as well as high level strategic planning acumen. The ability to anticipate changes in the business environment and proactively lead and manage change is essential. He/she must be a results-oriented leader with a demonstrated track record of delivering exceptional results in terms of both What and How work is accomplished. He/she must have demonstrated ability to effectively manage, motivate and coach a team under tight deadlines with the ability to take initiative, prioritize workload, and work independently. Excellent written and oral communication skills and being highly collaborative with the ability to use formal and informal authority, influencing skills, good judgment, and analytical problem-solving ability is essential. The Associate Controller will have the ability to adapt communication style to address the needs of faculty and staff at all levels and will guide and deploy the effective use of large complex, financial systems to facilitate adherence to federal regulations and sponsor requirements, and to promote healthy and efficient business processes.

## SPECIFIC QUALIFICATIONS

Success in the role requires the following:

- Bachelor's degree in Accounting, Business or related field and 10 years of related work experience or an equivalent combination of experience and education.
- Seven years of supervisory experience, including several years of managing large team(s) working in a service-oriented financial organization
- In-depth knowledge of 2CFR 200 Uniform Administrative Requirements, federal agency policy, and cost accounting standards.
- Understanding and hands-on experience with ERP systems in a high-volume sponsored award environment.

## Preferred Qualifications

- Advanced degree or certification in Business, Accounting or a related field; CPA with 10 or more years of progressive experience in Grant and Contract Accounting and Administration in an academic, non-profit, or higher education consulting experience.
- Experience with federal contracts, the Federal Acquisition Regulations and federal funding agencies beyond the NIH.
- Experience in a large, complex decentralized organization. Experience with enterprise financial systems with a deep understanding of how business processes are accomplished in such systems.
- Working knowledge of information systems and process design work flow, including electronic award management tools.
- Knowledge and hands-on experience with Workday Financials grant functionality.

Yale University has engaged [Opus Partners](#) to support the recruitment of this position. Katie Dean, Associate Partner, and Thomas Lapierre, Senior Associate, are leading the search. Inquiries, applications and nominations should be sent by email to Thomas ([thomas.lapierre@opuspartners.net](mailto:thomas.lapierre@opuspartners.net)).

### COVID-19 Vaccine Requirement

Please note that the university has a [COVID-19 vaccination requirement](#). For up-to-date information visit the [COVID-19 website](#).

*Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.*