

Governor's Office of Management and Budget – Job Description

Grant Accountability And Transparency Unit
Cost Allocation And Reporting Analyst

JOB DESCRIPTION

The Grant Accountability and Transparency Unit (GATU) in the Governor's Office of Management and Budget is seeking to hire a Cost Allocation and Reporting Analyst. This challenging position is a great opportunity for someone to start their career with a nationally recognized team in grant management and innovation.

The Cost Allocation and Reporting Analyst will provide direct support to the Cost Allocation Supervisor who directly reports to the Director of GATU.

The successful candidate will primarily assist State of Illinois grantees developing Indirect Cost Rate Proposals (ICRPs) for review and approval through the State of Illinois' Centralized Indirect Cost Rate System. The successful candidate will facilitate all aspects of the indirect cost rate proposal process, including but not limited to, corresponding with various grantee entity types, State Cognizant Agencies, and the State of Illinois Indirect Cost Rate Contractor, to ensure timely, accurate and compliant negotiation of ICRPs. In addition to cost allocation responsibilities, the successful candidate will also provide support to Illinois grantees and awarding agencies to ensure timely, accurate and compliant completion of the uniform financial and budget reporting templates. Essential functions include but are not limited to:

Job duties include but are not limited to the following:

- Provide technical assistance to State agencies and grantees related to Indirect Cost Rate Proposal development and utilization of approved indirect cost rates;
- Provide technical assistance to State agencies and grantees related to uniform financial and budget reporting;
- Provide technical assistance to state agencies and grantees on GATU/grant systems.
- Continuously monitor on-going indirect cost rate proposal submissions to communicate over-budget ICRP case statuses to Cognizant agencies for immediate resolution;
- Review and process grantee Federal Negotiated Indirect Cost Rate Agreement(s), upon receipt;
- Ensure proper and timely indirect cost rate elections within the State's Centralized Indirect Cost Rate System;
- Assist with updating and maintaining the State of Illinois ICR System Manual and State of Illinois ICR Policy and Procedure Manual;
- Assist the Cost Allocation Supervisor in tracking ICR and performance measures;
- Review invoices from ICR Contractor;
- Develop, coordinate and attend bi-weekly Subject Matter Expert (SME) meetings;
- Provide State agency and grantee ICR / Financial Reporting trainings as needed;
- Facilitate GATU Financial Reporting and Streamline subcommittees and workgroups;
- Assist Cost Allocation Supervisor and GATU staff with cost allocation and reporting exceptions, limitations and caps related to Federal Pass-through or State of Illinois programmatic or statutory award rules;
- Monitor GATU approved cost allocation and reporting exceptions within the Catalog of State Financial Assistance (CSFA);

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- Maintain on-going listing of programmatic indirect cost rate or administrative cost limitations, caps or restrictions of State of Illinois programs;
- Create, review and finalize FAQs related to cost allocation and financial reporting;
- Communicate and update all GATU related cost allocation and reporting frameworks, processes and procedures resulting from uniform Federal award clarifications or updates;
- Work closely with GATU staff regarding all aspects of GATA operations, implementation and execution;
- Other duties as assigned.
- The ideal candidate will possess the following skills and interests: Working knowledge of 2 CFR 200—Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; A commitment to public sector involvement and to public policy issues and a willingness to learn the policy-making process; Ability to work in high-paced, fluid environment, providing accurate information frequently on short timelines; Ability to handle multiple tasks and projects; Ability to professionally interact well with agency representatives and grantees; Pro-active work ethic to self-develop appropriate areas for analysis to understand trends, identify problems and issues and offer potential solutions.

EDUCATION AND EXPERIENCE

- Candidates must have, at a minimum, a Bachelor's degree in Accounting, Finance, Economics, Business Administration or equivalent, or supplemented with appropriate work experience;
- Experience in fiscal reporting preferred;
- Proficient working knowledge of Microsoft Word, Excel and Outlook;
- Must be analytical, detail-oriented, meticulous and resourceful;
- Strong people skills and the ability to communicate effectively both orally and in writing;
- Ability to work independently and as part of a team;
- Innovative, quick learner, ability to adapt to new challenges;
- Ability to multi-task and maintain accuracy.

This job description is intended to present a general list of tasks/duties performed by GOMB employees; it is not intended to reflect all duties performed within the job.

Work location

- This position is based in Springfield; occasional overnight travel is required.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Salary and position classification will be determined based on the level of experience when a job offer is made. Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

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Attention Personnel:

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Springfield, IL 62706

Fax: 217-524-4876

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.