AUBURN
Human Resources

Coord I, Contracts & Grants Accounting

Job Description

JOB INFORMATION

Job Code	DF10A
Job Description Title	Coord I, Contracts & Grants Accounting
Pay Grade	FO06
Range Minimum	$41,110
33rd %	$47,960
Range Midpoint	$51,380
67th %	$54,810
Range Maximum	$61,660
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	7/2/2025 2:24:37 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Contracts & Grants

JOB SUMMARY

Provides financial support at the Institutional level through Contracts & Grants Accounting (CGA) for extramural projects. Performs and coordinates financial and administrative tasks related to CGA.

RESPONSIBILITIES

- Initiates and oversees the collections process by accurately matching payments to the appropriate funds, invoices, and sources. This includes depositing funds, preparing detailed collection reports, and reconciling validated reports with supporting documentation. The role utilizes internal systems, external resources, and business relationships to identify and track payments. It also involves preparing, reviewing, coding, and processing vouchers and financial transaction reports, as well as managing the collection and deposit of checks and recording Automated Clearing House (ACH) transactions.
- Supports the invoice submission process, ensuring all required forms are submitted to sponsors in accordance with the specific format, documentation, and submission method outlined in each award. Addresses, delegates, or escalates sponsor inquiries to the appropriate Contracts & Grants Accounting (CGA) team and maintains organized electronic and physical records for each award to ensure audit readiness.
- Maintains the CGA accounts receivable process by ensuring all submitted invoices are accurately reflected as either outstanding or paid. Updates the aged receivables list regularly, and prepares the official departmental accounts receivable report for both internal use and year-end financial statements.
- Organizes and reconciles duplicate vouchers by extracting expenditure data from Banner and accessing university document systems. Saves electronic copies to shared drives for use during the invoicing cycle and communicates with departments to resolve missing or incomplete information while documenting any discrepancies found during reconciliation.
- Processes new, modified, and expired grant files, routing them to the appropriate CGA team for timely completion, ensuring all active files are current and accessible to CGA staff.
- Coordinates and supports the salary and wage transfer process, which includes reviewing documentation for accuracy and compliance, entering data into Banner, verifying successful posting, and maintaining electronic records in accordance with federal regulations and Auburn University policies.
- Initiates departmental payroll by collecting timesheets and leave slips and updating electronic personnel action form (EPAF) documents as needed.
- Manages records by archiving inactive files, prepares them for off-site storage, and maintains record retention and destruction logs in compliance with university policies.
- Reconciles the departmental purchasing card by ensuring complete documentation is submitted to Procurement and Business Services (PBS) within the required timeframe. Adheres to Auburn University spending policies and ensures compliance with all documentation requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	Experience in financial support or accounting services. Contracts and Grants Accounting experience is preferred.	Or
Associate's Degree	No specific discipline required. Accounting, Finance, or Business Administration desired.		2 years of	Experience in financial support or accounting services. Contracts and Grants Accounting experience is preferred.	Or
Bachelor's Degree	No specific discipline required. Accounting, Finance, or Business Administration desired.		0 years of	Experience in financial support or accounting services. Contracts and Grants Accounting experience is preferred.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting			X			10 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.