AUBURN
Human Resources

Accountant I, Contracts & Grants

Job Description

JOB INFORMATION

Job Code	KA07A
Job Description Title	Accountant I, Contracts & Grants
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	4/24/2025 10:27:49 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

This role provides comprehensive oversight of all financial activities related to extramural programs supporting research, instruction, outreach, and extension at Auburn University, the Alabama Agricultural Experiment Station, and the Alabama Cooperative Extension System. Key responsibilities include reviewing award documents to ensure proper setup and modifications, monitoring budgets and expenses to maintain compliance with federal, state, and sponsor regulations, and preparing and submitting financial reports and reimbursement requests. This role also collaborates with investigators and staff on budgetary and financial matters while ensuring adherence to funding guidelines. Additionally, the position oversees the closeout process for grants and contracts, ensuring accurate reconciliations and final reporting.

RESPONSIBILITIES

- Financial Review and Analysis: Conducts detailed financial reviews and analyzes sponsored agreements, including project periods, payment terms, budget allocations, and compliance with all relevant regulations, financial reporting requirements, and cost-sharing commitments.
- System Updates: Updates the financial system with all necessary sponsored, cost-share, and third-party accounts as dictated by agreement packages received from the Office of Sponsored Programs (OSP). Ensures consistency in data capture for internal and external reporting and responsible unit award management.
- Collaboration: Collaborates with the pre-award office, college and department contacts, and sponsor points of contact to process amendments to awards, budget reallocations, and interim reporting from inception to closeout.
- Financial Reporting: Prepares and submits financial reports in accordance with the terms of sponsored agreements. Maintains authority to invoice sponsors on behalf of the University.
- Billing and Receivables: Ensures accurate and timely billing of grant and contract receivables and consolidates federal fund draw requests.
- Regulatory Guidance: Provides regulatory guidance to faculty, administrative units, and staff, ensuring compliance with relevant laws and regulations governing sponsored research. Builds trust and provides efficient and effective support to diverse constituents both internally and externally.
- Expertise Maintenance: Maintains expertise in interpreting and applying federal and state regulations governing sponsored research, including 2 CFR 200 Uniform Guidance, standard federal research terms and conditions, state regulations, other agency-specific requirements, and non-financial regulatory requirements. Stays current with developments in research administration through participation in professional development activities.
- Cost Transfers: Reviews cost transfers for sponsored projects, ensuring proper recording and execution of financial transfers in accordance with applicable internal and external guidelines.

RESPONSIBILITIES

- Consistency in Costing: Identifies and corrects errors and inconsistencies in financial entries, documents, and reports, and processes adjustments or refunds as necessary.
- Record Maintenance: Maintains organized and up-to-date financial records, ensuring all required documentation is accurately filed and readily accessible.
- Grant Closure: Reconciles project expenses, archives records, and submits final reports to ensure proper grant closure. Requires frequent interaction with faculty, staff, and administration.
- Policy Development: Assists with the development, review, and maintenance of policies, procedures, tools, and resources based on the changing regulatory environment.

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 supervise employees but supervision is not the main focus of the job.

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	
Bachelor's Degree	Accounting, Finance, or Business Administration. CPA license is desired.	and	2 years of	Experience in accounting services. Contracts and Grants Accounting experience is preferred.	Or
Master's Degree	Accounting, Finance, or Business Administration. CPA license is desired.	and	0 years of	Experience in accounting services. Contracts and Grants Accounting experience is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong analytical skills, attention to detail, and expertise in financial management are essential for success in this role.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		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.