AUBURN
Human Resources

Mgr, Contracts & Grants Accounting

Job Description

JOB INFORMATION

Job Code	KA21
Job Description Title	Mgr, Contracts & Grants Accounting
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/22/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general direction of the Contracts & Grants Accounting Assistant Director, manages the daily operations for all financial post-award functions involving Sponsored Research, Sponsored Instruction, and Other Sponsored Activities for a team within CGA. Provides central-level support for the University's research mission by ensuring compliance with federal regulations, state law, and university policies and procedures.

RESPONSIBILITIES

- Plans, organizes, directs, and monitors completion of the work of the team's professional staff to facilitate the effective and efficient management of awards in the team's portfolio. Provides on-going training, discussion, feedback, and problem-solving leadership to team members. Contributes significantly to hiring and pay recommendations and independently evaluates and prepares annual performance documents. Reviews and monitors the activities of the staff and addresses efficiencies and productivity. Identifies staff training and development needs and seeks opportunities and resources to meet the needs.
- Performs detailed financial analysis for sponsored projects and cost share accounts. Submits financial reports in accordance with terms of the sponsored agreements for internal use and/or external agencies (e.g. sponsors, government). Assumes responsibility for the most complex awards assigned to the team. Obtains secure, user-restricted access to multiple external sponsor billing platforms which are solely accessed by CGA.
- Reviews all terms and conditions, including non-financial sections, of new sponsored agreements to ensure CGA has the information needed to satisfy financial reporting and compliance requirements. Creates and enters into Banner all necessary sponsored, cost share, third party, or program income FOPs as dictated by agreement packages. Ensure that all data elements in Banner are accurate and reliable for internal, external, and regulatory reporting.
- Reviews documentation and analyzes detailed transaction data for compliance with University policies and procedures, legal and cost accounting standards, federal and state regulations, and other applicable guidelines. Also monitors and communicates changes to sponsor financial compliance or reporting requirements, identifies potential risk areas, and makes decisions in order to mitigate risks of non-compliance.
- Conducts reviews to substantiate individual transactions and, with oversight from the CGA Director, works with external and internal auditors on annual or scheduled audits. Processes adjusting entries or refunds when necessary. Reviews transactions for conformity with procedures or limitations. Updates Banner records for expired awards. Communicates with stakeholders regarding additional support needed for audit of transactions or closeout of awards, actions required by the responsible unit, and potential risks to the University of non-compliance.

RESPONSIBILITIES

- Provides advanced-level training, support, and/or guidance to other positions on campus responsible for sponsored projects and financial administration including, but not limited to, federal regulations, university business processes & forms, university policies & procedures, navigating the multiple offices involving research administration, project or sponsor-specific requirements, limitations or restrictions, and general Q&A.
- Recommends and implements improvements to accounting practices, systems, and procedures. Seeks input from their team at the recommendation phase and during implementation to ensure changes are efficient and effective for all stakeholders. Provides input during the pre-award phase for matters regarding billing/reporting terms and costing/budgeting as requested.
- Assists in the management of awards by coordinating and processing change orders, time extensions, budget reallocations, and monitoring and reporting from inception to close-out. Communicates the importance of and ensures the consistency of adherence to university processes, data collection requirements, and sponsor guidelines and reviews, investigates, and corrects errors and inconsistencies in financial entries, budget forms, documents, and reports. Frequently interacts with departmental, college, or central offices and relevant staff to obtain or clarify information to allow for timely award processing.
- Reviews cost transfers for expired funds to ensure alignment with project period and final invoice amount. Communicates with departmental staff to ensure sound and compliant award management at the local level.
- Ensures the consistency of and adherence to guidelines and reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, reports, and Banner records. Determines and communicates changes that are required to satisfy financial reporting requirements, accounting standards, university reporting to unit or senior leadership, or regulatory mandates.
- Receives escalated problems from within the team and represents the team in discussions with sponsors, internal colleagues, and/or senior management. Serves as liaison or primary point of contact for sponsors to resolve financial reporting questions or concerns, collaborating with responsible campus units where necessary for resolution. Communicates timely with staff regarding sponsor concerns and resolutions found.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Degree in Accounting, Finance or a Degree plus a CPA, MBA, CIA, CFE, CME or formally recognized professional finance or accounting designation.	and	5 years of	Experience in accounting services. Preferred experience in accounting services involving post-award and sponsored research activities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and budget principles & practices, university policies & procedures, governing regulations (e.g. federal, sponsor, state, public law), and the analysis of financial data.	
Strong knowledge of contract and grant procedures and ability to apply policies and accounting practices.	
Ability to independently diagnose and determine the proper channel of contact using sound judgment. Ability to make decision, provide guidance and directions staff to follow.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Skilled to independently analyze complex accounting transactions, and interpret agreements with difficult restrictions using various tools.	
Excellent customer service skills.	
Working collaboratively with different process partners, departments, within the organization to achieve best possible outcomes.	

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:	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:

Ability to see information in print and/or electronically.