AUBURN
Human Resources

Asst VP, Research Accounting & Financial Compliance

JOB INFORMATION

Job Code	KE02
Job Description Title	Asst VP, Research Accounting & Financial Compliance
Pay Grade	FO17
Range Minimum	$152,080
33rd %	$202,780
Range Midpoint	$228,130
67th %	$253,470
Range Maximum	$304,170
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	12/19/2025 1:49:05 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Vice President, Research Accounting & Financial Compliance provides executive leadership and strategic direction for the Contracts & Grants Accounting (CGA) department, ensuring all sponsored project accounts are established, maintained, and monitored in full compliance with Federal and State regulations and university policy. This role drives long-term strategic planning initiatives to strengthen financial reporting, compliance frameworks, and resource allocation, while fostering collaboration across departments and serving as a senior liaison with external auditors and regulatory agencies.

RESPONSIBILITIES

- Provides executive leadership and strategic oversight of accounting processes for sponsored projects, ensuring financial reporting aligns with Federal and State regulations as well as university policy.
- Develops and executes strategic planning initiatives to strengthen compliance frameworks, optimize financial reporting systems, and enhance institutional accountability.
- Oversees preparation of accounting schedules and reports for the annual financial report and A-133 audit, collaborating with the Controller and independent CPA to ensure accuracy and transparency.
- Champions campus-wide training and professional development, delivering formal and informal sessions on Federal regulations, university policies, and procedures to departmental administrators and contracts and grants personnel.
- Directs and verifies indirect cost recovery, distribution, and budget reporting, ensuring alignment with university policies and long-term financial strategies.
- Maintains Federally required certification of effort on sponsored projects and guides strategic decision-making related to compliance and resource allocation.
- Partners with the Controller and Financial Reporting teams to review, implement, and strengthen Federal regulations, policies, procedures, and internal controls, particularly in relation to indirect cost studies and rate negotiations.
- Serves as a senior liaison and strategic advisor between the university and external auditors during post-award audits of contracts and grants, ensuring institutional priorities and compliance standards are upheld.

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	Supervises others with full supervisory responsibility.

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	no specific discipline required. A degree in Business, Management, Finance, Accounting, or related field is desired.	and	10 years of	experience in managing contract and grant accounting services and financial reporting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of OMB Uniform Guidance, A-133 audit requirements, and compliance frameworks governing sponsored programs and projects.	
Thorough understanding of institutional accounting policies, indirect cost recovery methodologies, and certification of effort requirements.	
Comprehensive knowledge of GAAP/GASB standards and long-term financial planning to support institutional goals.	
Proven ability to direct a department, set vision, and align operations with institutional priorities.	
Skilled at integrating compliance requirements with long-term financial strategies and resource allocation.	
Exceptional ability to train, influence, and build partnerships across departments and with external auditors.	
Ability to anticipate regulatory changes and proactively position the university for compliance and sustainability.	
Capacity to advise senior leadership and shape institutional policy through data-driven insights.	
Ability to coordinate efforts across finance, research administration, and academic units to achieve shared goals.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting				X		
Lifting		X				25 lbs
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.