AUBURN
Human Resources

Assoc Dir, Contracts & Grants Accounting

Job Description

JOB INFORMATION

Job Code	KE04
Job Description Title	Assoc Dir, Contracts & Grants Accounting
Pay Grade	FO13
Range Minimum	$85,560
33rd %	$108,380
Range Midpoint	$119,790
67th %	$131,200
Range Maximum	$154,020
Exemption Status	Exempt
Approved Date:	5/25/2021 4:51:10 PM
Legacy Date Last Edited	9/29/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position oversees the day to day operations of Contracts and Grants Accounting, a designated campus unit responsible for all financial post-award functions involving Sponsored Research, Sponsored Instruction, and other Sponsored activities. Ensures support to the University's research mission by overseeing compliance with federal regulations, state law, and university policies and procedures.

RESPONSIBILITIES

- Prepares, reviews, edits and signs invoices and financial reports, certifying accuracy, consistency and compliance with institutional, state, federal, and other regulations
- Provides a final review of and approves for processing into Banner all non-salary cost transfer documents involving sponsored programs or cost share FOPs. Ensures the cost transfers are submitted in accordance with the AU DEC Policy, include the appropriate documentation, conform to the requirements of the sponsored agreement or costing standards, adequately explain the reason for the transfer, and fully substantiate the recording of the cost onto a sponsored fund
- Participates in and contributes to the design, development, delivery, and evaluation of contract and grant educational programs to implement regulations, policies and procedures appropriate for the audience assuring consistency with institutional research and training goals.
- Provides senior-level assistance to faculty and staff in relation to financial management of sponsored programs including conducting workshops as needed and staying abreast of federal regulations regarding sponsored programs. Participates in and represents CGA in select training/orientation opportunities. Shares the mission of CGA and communicates importance of compliance.
- Provides guidance to all levels of Contracts & Grants Accounting staff in the performance of their duties to ensure compliance with regulatory and departmental standards. Receives escalated problems from team managers or accountants and determines appropriate solutions, considering the applicable governing regulation, accounting principle, and/or university policy.
- Provides guidance to Auburn University management and staff regarding post-award financial policies and procedures, internal controls, and risk management and makes recommendations for improvements. Communicates with employees to inform and advise regarding regulatory or procedural matters. Works with internal or external auditors where necessary to explain CGA's position, approach, understanding, and application of governing regulations and requirements.
- Advocates, formulates, and implements policies, procedures, programs and projects for improved management and compliance of externally funded programs.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.

RESPONSIBILITIES

- Provides sponsored programs' accounts receivable balances and reconciling schedules for annual financial statement preparation. Maintains monthly reconciliation of A/R balances for outstanding receivables monitoring. Works with the Controller's office to submit schedules within the established guidelines and explains and or addresses non-conforming or unreconciling items. Awareness of GAAP, financial statements, and the bigger picture of general university and/or business process and functions are necessary.

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, MAcc, CIA, CFE, CMA or formally recognized professional finance or accounting designation.	and	6 years of	Experience in contract and grant accounting services and financial reporting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles and practices, financial and investment principles, and laws governing financial management of sponsored programs.	And

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.