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## Auburn University Job Description

Job Title: **Analyst II, Contracts & Grants**

Job Family: No Family

Job Code: **DF14**

Grade FO09: \$48,700 - \$82,800

FLSA status: Exempt

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### Job Summary

Under general supervision, provides financial support at the Institutional level through Contracts & Grants Accounting (CGA) for extramural projects, including adding records to the Ellucian Banner system, used for internal and external reporting, journal entries, reporting and analysis, as well as audit and reconciliation of accounts, compliance monitoring and cash management

### Essential Functions

1. Performs detailed financial analysis such as revenue & expense summary and prepares reports for internal use and/or external agencies (e.g. sponsors, government). Analyzes balances for sponsored projects and cost share accounts for compliance with sponsor requirements, university policies, as well as federal and state regulations, and submits financial reports in accordance with the terms of sponsored agreements. Performs tasks under close, but limited, supervision and input.  
Reviews financial aspects of new sponsored agreements including project period, payment basis, budgets, and compliance with all relevant regulations, financial reporting requirements, and cost sharing commitments. Creates and enters into Banner all necessary sponsored, cost share, third party, and/or financial operations plans (FOP), as dictated by agreement packages received from the Office of Special Programs (OSP). With general supervisor oversight, monitors all data elements in Banner to ensure they are accurate and reliable for internal, external, and regulatory reporting.
  2. Provides intermediate-level support to faculty, staff, and sponsors to advise and/or assist with post-award management and document review, ensuring compliance with university policies and procedures, legal and cost accounting standards, and other applicable guidelines. Under general supervisor guidance, monitors and communicates changes to sponsor financial compliance requirements.
  3. Conducts audits to substantiate individual transactions, and works directly with sponsors on costing questions or disallowances. Processes adjusting entries or refunds when necessary. Reviews transactions for conformity with procedures or limitations, and discusses non-conforming items with supervisor before addressing. Closes accounts for expired awards, requiring frequent interaction with faculty, staff, and administrators. Responsible for researching and recognizing areas and processes in need of improvement, as well as notifying the supervisor, and providing input for possible resolution. Actively participates in the implementation of improvements to accounting practices, systems, and procedures. Provides feedback on process changes as they occur.
  4. Under general supervisor oversight, provides intermediate-level support and guidance to contract & grant administrators, college and unit finance directors, departmental personnel, and other campus personnel responsible for sponsored projects and financial administration. This includes, but not limited to, university business processes and forms, university policies and procedures, project- or sponsor-specific requirements, limitations or restrictions, and general Q&A. Accessible to all stakeholders at AU, accepts and responds to questions from all position levels. Provides feedback, as directed by the supervisor.
  5. In consultation with the supervisor, initiates conversation with the pre-award office, college and departmental contacts, and/or the sponsor's point of contact to process awards with ambiguous invoicing, reporting, or classification terms. Assists in the management of awards by coordinating
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and approving change orders, time extensions, budget reallocations, as well as monitoring and reporting progress from inception to closeout.

6. With general supervisor input, reviews cost transfers for sponsored projects, ensuring the proper recording and execution of financial transactions, in accordance with university, federal, state, and other reporting and compliance guidelines.
7. With general supervisor oversight, monitors the consistency of adherence to guidelines and reviews, as well as investigates and corrects errors and inconsistencies with financial entries, documents, and reports. Works directly with central offices, departmental staff, and faculty regarding cost transfers and other corrections for final review in CGA.
8. Independently addresses problems and issues with sponsors and/or internal colleagues, and routinely escalates issues to supervisor when either a problem cannot be resolved or it points to a broader organizational issue. Seeks supervisor input for limited, complex situations. Serves as additional point of contact for sponsors to resolve financial reporting questions or concerns. May confirm resolution with supervisor prior to responding to sponsor. Communicates timely with peers regarding sponsor concerns and resolutions found.

## **Supervisory Responsibility**

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Accounting or Finance; or a Degree plus a CPA, MBA, MAcc, CIA, CFE, CMA, or formally recognized professional finance or accounting designation.
<b>Experience (yrs.)</b>	2	Experience with accounting services. Experience with data analysis and management systems.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

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. Knowledge and understanding of day to day business practices of a professional financial office.

#### Certification or Licensure Requirements

None required

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Ability to read text and numbers from print or electronic sources.

Date: 9/13/2022

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