



**JOB INFORMATION**

|                         |                                 |
|-------------------------|---------------------------------|
| Job Code                | KA04                            |
| Job Description Title   | CADC C&G Administration Manager |
| Pay Grade               | RE09                            |
| Range Minimum           | \$56,610                        |
| 33rd %                  | \$69,820                        |
| Range Midpoint          | \$76,420                        |
| 67th %                  | \$83,030                        |
| Range Maximum           | \$96,230                        |
| Exemption Status        | Exempt                          |
| Approved Date:          | 1/1/1900 12:00:00 AM            |
| Legacy Date Last Edited | 6/12/2023                       |

**JOB FAMILY AND FUNCTION**

|               |                     |
|---------------|---------------------|
| Job Family:   | Research            |
| Job Function: | Research Operations |

**JOB SUMMARY**

Under general direction of Associate Dean, Research & Graduate Studies in the College of Architecture Design and Construction (CADC), provides support for extramural projects including proposal development assistance, review and approval, award review, accounting, and contract and grant management.

**RESPONSIBILITIES**

- Oversees the acquisition, management, and reporting for sponsor funded equipment and materials while maintaining records and titles.
- Provides oversight to ensure contractual obligations meet programmatic aspects critical to the success of projects.
- Assists in the administrative management of awards by approving and coordinating change orders, time extensions, budget reallocations, and monitoring reporting from inception to closeout on behalf of the school/department/program.
- Serves as a liaison between faculty, staff, and sponsors to advise and/or assist with the preparation and submission of proposals, review documentation for compliance with University, legal, and cost accounting standards, and other guidelines; consults with school's chair providing advice and counsel regarding unique and complex issues as they arise.
- Processes and approves contract and grant related documents such as (but not limited to) subcontract invoices for payment to ensure the correct accounting and contractual elements are in place.
- Provides training and guidance to ensure appropriate expense allocation, use of funds, and compliance with contractual agreement.
- May write, edit, and proofread text of contracts and grants including reorganizing content for better flow, rewording for clarity, and editing to comply with APA or other style guidelines.
- May perform other accounting duties, as needed.

**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 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 | Bachelor's Degree in discipline related to program. Master's Degree is desired. | And | 5 years of          | Experience in accounting services. Desired 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 decisions, to provide guidance, and to direct staff to follow.  |  |
| Skilled to independently analyze complex accounting transactions and interpret agreements with difficult restrictions using various tools.  |  |
| Excellent customer service skills. Works collaboratively with different process partners, and departments within the organization to achieve best possible outcomes.                                |  |

### MINIMUM LICENSES & CERTIFICATIONS

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

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       |       |        | X            |            |            | 10 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.