



**JOB INFORMATION**

|                         |                          |
|-------------------------|--------------------------|
| Job Code                | KE02                     |
| Job Description Title   | Dir, Contract&Grant Acct |
| Pay Grade               | FO15                     |
| Range Minimum           | \$104,010                |
| 33rd %                  | \$135,210                |
| Range Midpoint          | \$150,810                |
| 67th %                  | \$166,410                |
| Range Maximum           | \$197,610                |
| Exemption Status        | Exempt                   |
| Approved Date:          | 5/25/2021 4:50:19 PM     |
| Legacy Date Last Edited | 1/3/2012                 |

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Directs the activities of the Contracts and Grants department to ensure that all contract and grant accounts are created and maintained properly and are monitored to ensure the University will be in compliance.

**RESPONSIBILITIES**

- Manages the process of accounting for sponsored projects and assessing financial reporting to ensure processes are in compliance with Federal and State regulations and university policy.
- Provides accounting schedules and reports for the annual financial report and A-133 audit report and assists the controller and independent CPA.
- Conducts formal and informal training regarding Federal regulations and university policy and procedures for departmental administrators across campus and contracts and grants personnel.
- Coordinates and verifies indirect cost recovery and distribution and budget reports are in accordance with university policies.
- Maintains Federally required certification of effort on sponsored projects. Works closely with Controller and Financial Reporting in reviewing and implementing Federal regulations and university policies and procedures and controls regarding the indirect costs study and rate negotiations.
- Serves as liaison between university and external auditors for post-award audits of contracts and grants.

**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 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 Business, Management, Finance, Accounting, or related field | And | 7 years of          | Experience in managing contract and grant accounting services and financial reporting |  |

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## 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.          |                                |            |                  |  |

## 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      |              |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.