Auburn University Job Description

Job Title: **Assoc Dir, Contract&Grant Acct**

Job Code: **KE04**

FLSA status: Exempt

Job Family: No Family

Grade FO12 $66,900 - $120,400

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.

Essential Functions

1. Prepares, reviews, edits and signs invoices and financial reports, certifying accuracy, consistency and compliance with institutional, state, federal, and other regulations

2. 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

3. 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.

4. 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.

5. 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 solution, considering the applicable governing regulation, accounting principle, and/or university policy.

6. 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.

7. Advocates, formulates, and implements policies, procedures, programs and projects for improved management and compliance of externally funded programs.

8. 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.

9. 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

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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.

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.

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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Accounting, Finance or a Degree plus a CPA, MBA, MAcc, CIA, CFE, CMA or formally recognized professional finance or accounting designation.
Experience (yrs.)	6	Experience in contract and grant accounting services and financial reporting.

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

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, walking, sitting, reaching, talking, hearing, .

Job occasionally requires climbing or balancing, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/29/2022