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## Auburn University Job Description

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

Job Family: No Family

Job Code: **DF13**

Grade FO08: \$45,000 - \$72,000

FLSA status: Exempt

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### Job Summary

Under close 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. Supervisor may review financial reports and invoices prior to submitting to the sponsor. 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 frequent supervisor oversight, monitors all data elements in Banner to ensure they are accurate and reliable for internal, external, and regulatory reporting.
  2. Provides entry-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 close supervisor guidance, monitors and communicates changes to sponsor financial compliance
  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. Works closely with supervisor for understanding and applicability of policy and understanding of Uniform Guidance for disallowances. Participates in the implementation of improvements to accounting practices, systems, and procedures. Provides limited feedback on process changes as they occur.
  4. Under close supervisor oversight, provides entry-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, and accepts and responds to questions from all position levels. Seeks supervisor input to both understand submitted inquiries and determine appropriate responses.
  5. In partnership 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 and approving change orders, time extensions, budget reallocations, as well as monitoring and reporting progress from inception to closeout.
  6. With frequent supervisor input, reviews cost transfers for sponsored projects, ensuring the proper
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recording and execution of financial transactions, in accordance with university, federal, state, and other reporting and compliance guidelines.

7. With frequent 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.
8. Addresses problems and issues with sponsors and/or internal colleagues, ensuring understanding and consistent application and resolution. Escalates issues to the supervisor, as necessary. Consulting with the supervisor, serves as additional point of contact for sponsors to assist with financial reporting questions or concerns. 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>	0	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. Working 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, 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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