
Auburn University Job Description

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

Job Family: No Family

Job Code: **KE04**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Oversees the day to day operations of Contracts and Grants Accounting.

Essential Functions

1. Reviews and signs invoices, reports, and correspondence and monitors expenditures of indefinite accounts.
2. Processes on-line modifications for internal grants and ICRE accounts.
3. Evaluates, plans, and coordinates the Finance and Accounting Study and assists with year-end reporting for Auburn University.
4. Provides 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.
5. Serves as liaison for federal, state, and industry auditors.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, Finance, Accounting, or related field
Experience (yrs.)	5	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:

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 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: 12/16/2011
