
Auburn University Job Description

Job Title:	Coord, Contract&Grant Acct	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	DF10	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Performs financial and administrative type tasks related to contract and grant accounting.

Essential Functions

1. Coordinates the certification process, ensuring reports are generated, and that campus departments are notified and informed about policies, procedures and federal regulations governing the effort certification requirements.
2. Monitors receipt of complete, correct effort certification forms and communicate with campus departments to advise and inform about confidential matters, policies, procedures, and federal regulations regarding effort certification issues.
3. Maintain electronic files of completed effort certifications and salary/wage transfers and ensure forms and backups are easily accessible for annual audit
4. Assists in compilation of documentation for annual audit.
5. Coordinates salary/wage transfer process to include, but not limited to, review of documentation for correct/complete information, assess documentation to determine compliance, keying and checking posting of the transfer, maintaining files in accordance with federal regulations and Auburn University policy.
6. Communicates with and trains campus departments on completion of salary/wage transfer and effort certification documentation to advise and inform about confidential matters, policies and procedures emphasizing federal regulations affecting these activities.
7. Collects timesheets and leave slips for input of department payroll and update electronic personnel action form documents as needed.

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.



Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in financial support services

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.

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.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 12/15/2011
