

## JOB INFORMATION

|                                                          |                                         |
|----------------------------------------------------------|-----------------------------------------|
| Job Code                                                 | DF10B                                   |
| Job Description Title                                    | Coord II, Contracts & Grants Accounting |
| Pay Grade                                                | FO07                                    |
| Range Minimum                                            | \$43,600                                |
| 33rd %                                                   | \$52,320                                |
| Range Midpoint                                           | \$56,680                                |
| 67th %                                                   | \$61,040                                |
| Range Maximum                                            | \$69,760                                |
| Exemption Status                                         | Exempt                                  |
| Organizational use restricted to the following divisions | 170 Senior VP Research Econ Development |
| Approved Date:                                           | 7/2/2025 2:27:27 PM                     |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Provides financial support at the Institutional level through Contracts & Grants Accounting (CGA) for extramural projects. Performs and coordinates financial and administrative tasks related to CGA.

## RESPONSIBILITIES

- Initiates and oversees the collections process by accurately matching payments to the appropriate funds, invoices, and sources. This includes depositing funds, preparing detailed collection reports, and reconciling validated reports with supporting documentation. The role utilizes internal systems, external resources, and business relationships to identify and track payments. It also involves preparing, reviewing, coding, and processing vouchers and financial transaction reports, as well as managing the collection and deposit of checks and recording Automated Clearing House (ACH) transactions.
- Supports the invoice submission process, ensuring all required forms are submitted to sponsors in accordance with the specific format, documentation, and submission method outlined in each award. Addresses, delegates, or escalates sponsor inquiries to the appropriate Contracts & Grants Accounting (CGA) team and maintains organized electronic and physical records for each award to ensure audit readiness.
- Maintains the CGA accounts receivable process by ensuring all submitted invoices are accurately reflected as either outstanding or paid. Updates the aged receivables list regularly, and prepares the official departmental accounts receivable report for both internal use and year-end financial statements.
- Organizes and reconciles duplicate vouchers by extracting expenditure data from Banner and accessing university document systems. Saves electronic copies to shared drives for use during the invoicing cycle and communicates with departments to resolve missing or incomplete information while documenting any discrepancies found during reconciliation.
- Processes new, modified, and expired grant files, routing them to the appropriate CGA team for timely completion, ensuring all active files are current and accessible to CGA staff.
- Coordinates and supports the salary and wage transfer process, which includes reviewing documentation for accuracy and compliance, entering data into Banner, verifying successful posting, and maintaining electronic records in accordance with federal regulations and Auburn University policies.
- Initiates departmental payroll by collecting timesheets and leave slips and updating electronic personnel action form (EPAF) documents as needed.
- Manages records by archiving inactive files, prepares them for off-site storage, and maintains record retention and destruction logs in compliance with university policies.
- Reconciles the departmental purchasing card by ensuring complete documentation is submitted to Procurement and Business Services (PBS) within the required timeframe. Adheres to Auburn University spending policies and ensures compliance with all documentation requirements.

## RESPONSIBILITIES

- Performs other duties as assigned to support departmental operations and objectives.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## 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                                                                                                     |    |
|---------------------|----------------------------------------------------------------------------------------------|-----|---------------------|-------------------------------------------------------------------------------------------------------------------------|----|
| High School Diploma |                                                                                              | and | 6 years of          | Experience in financial support or accounting services.<br><br>Contracts and Grants Accounting experience is preferred. | Or |
| Associate's Degree  | No specific discipline required.<br>Accounting, Finance, or Business Administration desired. | and | 4 years of          | Experience in financial support or accounting services.<br><br>Contracts and Grants Accounting experience is preferred. | Or |
| Bachelor's Degree   | No specific discipline required.<br>Accounting, Finance, or Business Administration desired. | and | 2 years of          | Experience in financial support or accounting services.<br><br>Contracts and Grants Accounting experience is preferred. |    |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       |       |        | X            |            |            | 10 lbs |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |

## PHYSICAL DEMANDS

| Physical Demand            | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Talking                    |       |        |              | X          |            |        |
| Hearing                    |       |        |              | X          |            |        |
| Repetitive Motions         |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition    | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures |       | X      |              |            |            |
| Hazards              |       | X      |              |            |            |
| Wet and/or humid     |       | X      |              |            |            |
| Noise                |       | X      |              |            |            |
| Chemical             |       | X      |              |            |            |
| Dusts                |       | X      |              |            |            |
| Poor ventilation     |       | X      |              |            |            |

### Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.