
Auburn University Job Description

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

Job Family: No Family

Job Code: **DF15**

Grade FO10: \$54,800 - \$93,200

FLSA status: Exempt

Job Summary

Under limited 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. Assumes responsibility for complex awards assigned to the team.
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). Responsible for ensuring all data elements in Banner are accurate and reliable for internal, external, and regulatory reporting.
 2. Provides advanced-level support to faculty, staff, and/or 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. With limited supervisor oversight, monitors and communicates changes to sponsor financial compliance requirements, and seeks to mitigate non-compliance risks.
 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. Provides review or assessment of accounting practices, systems, and procedures to ensure efficient and effective processes, and communicates challenges and suggestions when identified. Actively participates in the implementation of improvements to accounting practices, systems, and procedures. Assists in the evaluation of efficiency and effectiveness of potential changes to meet desired outcomes.
 4. Under limited supervisor oversight, provides senior-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, provides guidance, recommendations, and best practices, as well as accepts and responds to questions from all position levels. Provides leadership and guidance to other accountant positions ensuring consistent understanding and communication to all areas and customers.
 5. 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
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terms. Seeks input from supervisor for complex and/or unique issues, or when initial communications produce no apparent resolution. 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. Provides guidance to accounting staff and teammates, based on experience with specific sponsors and/or certain challenging areas and issues.

6. With limited supervisor input, reviews cost transfers for sponsored projects, ensuring the proper recording and execution of financial transactions, in accordance with university, federal, state, and other reporting and compliance guidelines. Provides independent, daily communication with departmental staff, ensuring an understanding of current cost transfer justifications, as well as avoidance of future cost transfers. Communicates organization and department impact to personnel performing day-to-day financial management operation. Rarely seeks input from the supervisor to communicate needs with departmental staff.
7. Ensures consistency of adherence to guidelines and reviews, as well as investigates and corrects errors and inconsistencies with financial entries, documents, and reports. Provides leadership and guidance to other accountant positions for review and understanding of compliance with guidelines and corrections needed.
8. Independently addresses most problem and issues with sponsors and/or internal colleagues. Responsible for escalating issues to supervisor when a problem cannot be resolved or it points to a broader organizational issue. Serves as back-up point of contact in manager's absence for sponsors to resolve complex 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> |
|--------------------------|--------------------------|---|
| Education | 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. |
| Experience (yrs.) | 4 | 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 and practices, university policies and procedures, governing regulations (e.g. federal, sponsor, state, public law), and the analysis of financial data. Advanced knowledge and understanding of day-to-day business practices of a professional financial office.

Certification or Licensure Requirements

None required

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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
