
Auburn University Job Description

Job Title: **CADC C&G Administration Manager** Grade RE09 \$54,400 - \$92,500
Job Code: **KA04**
FLSA status: Exempt
Job Family: Research
Job Function:

Job Summary

Under general direction of Associate Dean, Research & Graduate Studies in the College of Architecture Design and Construction (CADC), provides support for extramural projects including proposal development assistance, review and approval, award review, accounting, and contract and grant management.

Essential Functions

1. Oversees the acquisition, management, and reporting for sponsor funded equipment and materials while maintaining records and titles.
2. Provides oversight to ensure contractual obligations meet programmatic aspects critical to the success of projects.
3. Assists in the administrative management of awards by approving and coordinating change orders, time extensions, budget reallocations, and monitoring reporting from inception to closeout on behalf of the school/department/program.
4. Serves as a liaison between faculty, staff, and sponsors to advise and/or assist with the preparation and submission of proposals, review documentation for compliance with University, legal, and cost accounting standards, and other guidelines; consults with school's chair providing advice and counsel regarding unique and complex issues as they arise.
5. Processes and approves contract and grant related documents such as (but not limited to) subcontract invoices for payment to ensure the correct accounting and contractual elements are in place.
6. Provides training and guidance to ensure appropriate expense allocation, use of funds, and compliance with contractual agreement.
7. May write, edit, and proofread text of contracts and grants including reorganizing content for better flow, rewording for clarity, and editing to comply with APA or other style guidelines.
8. May perform other accounting duties, as needed.

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	Bachelor's Degree	Bachelor's Degree in discipline related to program; Master's Degree is desired.
Experience (yrs.)	5	Experience in accounting services. Desired experience in accounting services involving post-award and sponsored research activities.

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.

Strong knowledge of contract and grant procedures and ability to apply policies and accounting practices.

Ability to independently diagnose and determine the proper channel of contact using sound judgment.

Ability to make decisions, to provide guidance, and to direct staff to follow.

Skilled to independently analyze complex accounting transactions and interpret agreements with difficult restrictions using various tools.

Excellent customer service skills. Works collaboratively with different process partners, and departments within the organization to achieve best possible outcomes.

Certification or Licensure Requirements

None Required

Pre-Employment Screening Requirements

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 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

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Date: 6/12/2023
