
Auburn University Job Description

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

Job Family: No Family

Job Code: **KE02**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Directs the activities of the Contracts and Grants department to ensure that all contract and grant accounts are created and maintained properly and are monitored to ensure the University will be in compliance.

Essential Functions

1. Manages the process of accounting for sponsored projects and assessing financial reporting to ensure processes are in compliance with Federal and State regulations and university policy.
2. Provides accounting schedules and reports for the annual financial report and A-133 audit report and assists the controller and independent CPA.
3. Conducts formal and informal training regarding Federal regulations and university policy and procedures for departmental administrators across campus and contracts and grants personnel.
4. Coordinates and verifies indirect cost recovery and distribution and budget reports are in accordance with university policies.
5. Maintains Federally required certification of effort on sponsored projects.
6. Works closely with Controller and Financial Reporting in reviewing and implementing Federal regulations and university policies and procedures and controls regarding the indirect costs study and rate negotiations.
7. Serves as liaison between university and external auditors for post-award audits of contracts and grants.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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.)	7	Experience in managing 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 sitting, talking, hearing, handling objects with hands, .

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

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

Date: 1/3/2012
