



JOB INFORMATION

Job Code	KE02
Job Description Title	Dir, Contract&Grant Acct
Pay Grade	FO15
Range Minimum	\$104,010
33rd %	\$135,210
Range Midpoint	\$150,810
67th %	\$166,410
Range Maximum	\$197,610
Exemption Status	Exempt
Approved Date:	5/25/2021 4:50:19 PM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- Provides accounting schedules and reports for the annual financial report and A-133 audit report and assists the controller and independent CPA.
- Conducts formal and informal training regarding Federal regulations and university policy and procedures for departmental administrators across campus and contracts and grants personnel.
- Coordinates and verifies indirect cost recovery and distribution and budget reports are in accordance with university policies.
- Maintains Federally required certification of effort on sponsored projects. 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.
- Serves as liaison between university and external auditors for post-award audits of contracts and grants.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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	
Bachelor's Degree	Degree in Business, Management, Finance, Accounting, or related field	and	7 years of	Experience in managing contract and grant accounting services and financial reporting	

Substitutions Allowed for Experience Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles and practices, financial and investment principles, and laws governing financial management of sponsored programs. And

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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