Position Title: Director, Grants and Contracts Accounting  
Department: Finance and Business Services  
Reports To: Controller

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The individual in this role will manage a 3 person accounting team designed to execute grants and contracts accounting. The Director will focus on developing and implementing long term strategies that will impact all grants and contracts accounting.

Examples of Duties and Responsibilities:

Grants and Contracts Accounting

- Manages operations of the Grants and Contracts office for post award administration  
- Supervises accounting, billing and collection activities  
- Administers the grants module of the Banner administrative software system  
- Provides appropriate accounting information and assistance to principal investigators and project directors  
- Participates in annual audit preparations (Single Audit and Financial Statement Audit)

General

- Prepare and present project plans, status reports, cost / benefit studies and resource optimization  
- Develop strategies to facilitate team’s professional development, conduct periodic performance reviews to ensure accountability to organization and departmental initiatives

Knowledge, Skills and Abilities

- Strong knowledge and understanding of 2 CFR PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
- Strong accounting knowledge (technical expertise in Grants and Contracts Accounting)  
- Strong oral and written communication skills  
- Strong interpersonal and leadership skills  
- Ability to anticipate, identify and resolve complex financial issues  
- Quality and cost driven  
- Established project management and process integration skills
- Knowledge of financial systems (Banner preferred)

**Minimum Hiring Standards**

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<tr>
<th>Education</th>
<th>Bachelor's degree in accounting or finance from an accredited university or college.</th>
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<td><strong>Years of Experience Required</strong></td>
<td>Minimum of 8 years of accounting/finance experience in higher education.</td>
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<td><strong>Years of Management/Supervisor Experience</strong></td>
<td>Minimum of 5 years</td>
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