



CLARK ATLANTA UNIVERSITY

Job Description

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| Position Title: | Senior Grants & Contracts Analyst |
| Department: | Grants & Contracts Accounting |
| Reports To: | Manager, Grants & Contracts Accounting |

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Senior Grants Analyst is responsible for post award restricted accounting of federal, state, and private grants, cooperative agreements, contracts, and contributions. The analyst monitors the financial activities of restricted accounts, prepares financial reports, and participates in audit preparations.

Examples of Duties and Responsibilities:

- Establishes financial framework for externally sponsored grants, cooperative agreements, and contracts of the institution
- Reviews, approves, and monitors all restricted expenditures
- Prepares applicable financial reports for external sponsors
- Reviews Banner general ledger transactions to ensure accuracy and completes journal entries
- Prepares and reconciles monthly billings to federal, state, and other external sponsors
- Participates in audit preparations
- Works closely with and provides support to Principle Investigators, Program Directors, and Program Managers to monitor grant related expenditures
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledgeable of 2 CFR PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Motivated self-starter who likes to work in fast-paced higher education environment
- Proven analytical and problem solving skills
- Excellent verbal and written communications skills

- Excellent organizational skills and the ability to multitask
- Demonstrated knowledge and understanding of the Banner Financial and Accounting System
- Proficient use of Microsoft Office Suite (Word, Excel, Outlook, etc.)

Minimum Hiring Standards:

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| Education | Bachelor's degree in Accounting or business related field or equivalent work experience. |
| Years of Experience | Minimum five years relevant experience in Grants and Contracts Accounting preferred or other closely related experience may be considered. |
| Years of Management/Supervisor Experience | NA |

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