Definition of Class
This is a professional position in which the incumbent manages the fiscal affairs of grant-funded projects, establishes and maintains policies and procedures pertaining to fiscal operations, oversees preparation and maintenance of fiscal records, ensures expenditures are in compliance with procedures and regulations of both funding agency and the University, and serves as liaison with outside agencies and the University’s administrative departments. Incumbent exercises discretion and independent judgment, while performing activities supporting external contract negotiations; financial reporting to agencies; and participating in technical writing for proposal development. Position reports to the Project Director.

Examples of Work Performed
Prepares financial statements and reports for University and external agencies as needed.

Analyzes and interprets budget and expenditure information.

Assists with the development of policies and procedures and participates in office planning.

Manages all financial aspects for the center or project. Monitors all expenditures.

Ensures compliance with policies and procedures.

Participates in the planning and development of contracts and grants as necessary. Recommends and negotiates contracts.

Sets up and maintains transaction data for internal accounting requirements; reconciles transactions with university accounting and funding agency accounts.

Ensures compliance with external funding agencies.

Manages the multiple external sub-grants made through the existing grant.

Prepares appropriate paperwork for purchasing and inventory reports.

Meets with Director on a regular basis.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the fiscal affairs of grant-funded projects.

2. Establishes and maintains policies and procedures as it relates to the fiscal operations.

3. Ensures compliance with University policy and procedures and funding agencies guidelines.

4. Serves as liaison with outside agencies and the University’s administrative departments.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements:  These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

**Education:**
Bachelor’s Degree from an accredited college or university.

AND

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer*

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.