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THE UNIVERSITY of MISSISSIPPI

JOB DESCRIPTION

Manager of Sponsored Programs Accounting

Definition of Class
This is a supervisory professional position in which the incumbent manages and directs the accounting activities within the Contracts and Grants Accounting Office and the Office of Research and Sponsored Programs. The incumbent oversees the post award fiscal administration of all contracts and grants awarded to the University, financial reporting, cash collection, and maintenance of grant related data in compliance with state/federal regulations, and University policy. Position reports to both the Director of Accounting and the Director of Sponsored Programs Administration.

Examples of Work Performed
Develops and implements fiscal policies and procedures to ensure grant compliance.

Supervises and monitors activities of sponsored research accounts for appropriateness and compliance with regulations.

Oversees and monitors post award compliance and financial reporting.

Oversees and monitors construction grants.

Monitors all accounts receivable, designs and develops collections methods and identifies “at risk” projects.

Interacts with PI’s and or appropriate business offices on campus regarding “at risk” projects.

Oversees effort reporting process and monitors cost sharing.

Oversees F & A proposal process; develops and maintains campus space survey.

Coordinates internal and external audits.

Monitors and approves cost transfers.

Monitors key agencies (e.g. OMB, NIH, NSF, DOD, etc) to stay abreast of new and or revised regulations.

Communicates campus-wide notification of new or revised regulations.

Designs, oversees and conducts training programs to ensure fiscal compliance.

Ensures all tasks are in compliance with federal, state and University requirements.

Performs related or similar duties as required or assigned.

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. Oversees the post award fiscal administration of all contracts and grants awarded to the University.

2. Manages and directs the accounting activities of accountants within the Contracts and Grants Accounting Office and the Office of Research and Sponsored Programs.

3. Oversees and monitors fiscal compliance with sponsor regulations and regulations imposed by federal and state...
agencies.

4. Communicates with PIs and administrative personnel campus-wide regarding contracts and grants accounting matters.

5. Oversees collection processes and accounts receivable activities for sponsored projects.

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 10 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. The incumbent is regularly required to use hands to finger, handle or feel objects. The incumbent is occasionally required to stoop, kneel, crouch or crawl; climb or balance; reach with hands and arms; and walk.

Experience/Educational Requirements:

**Education:**
Bachelor’s Degree in Accounting or a related field from an accredited college or university. **AND**

**Experience:**
Four (4) 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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