

Manager, Accounting Central
Auburn University

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Posted Oct. 26, 2021, set to expire Mar. 10, 2022

Job Title	Manager, Accounting Central
Department	Contracts & Grants Accounting
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 26, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
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Job Description

Job Summary

Manager, Contract and Grant Accounting – Federal and University Team, supervise team of accountants to include: training, assigning work, managing workload distribution, completing performance reviews and making pay and hiring recommendations. This position will ensure all sponsor imposed financial deadlines are met and will prepare invoices and other financial reports as required. This position will provide input in the development of policies and procedures to comply with federal, state, and sponsor rules and regulations and help communicate these to campus for improved campus-wide compliance.

Essential Functions

Creates and maintains accounts through documentation, compilation, reconciliation, and analysis of financial information and preparation of journal entries.

Reviews transactions for conformity with procedures or limits, and closes out accounts for expired

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contracts.

Performs financial analysis such as expense summary, forecasting, depreciation or investment performance, and prepares reports for internal use and/or external agencies (e.g. sponsors, government).

Communicates with internal departments and/or sponsoring agencies to ensure compliance with policies, contracts, grants, laws, regulations, or procedures.

Conducts audits to substantiate individual transactions and works with external and internal auditors on annual audits.

Collects appropriate data and prepares tax returns which may include, but are not limited to, federal, state, and local returns.

Recommends and implements improvements to accounting practices, systems, and procedures.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact