



Job Description

Job Title:	Director-Grants & Contracts/ Financial Aid Accounting	Grade:	N
Department:	Financial Services/ Grants and Contracts Accounting	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, directs, analyzes and coordinates one or more special project or ongoing accounting of grants, contracts and financial aid, by performing the following duties personally or through subordinates.

Characteristic Duties and Responsibilities:

1. Manages and directs billing and expense accounting including all federal, federal pass-through partnerships, state and other grants and contracts that the college receives.
2. Responds to requests for information or assistance with implementation problems; assists students, faculty and staff accurately and timely with research, information verification, and problem solving.
3. Monitors closely budget and expense transactions; assists project directors and their staff in performing account maintenance of grants and contracts including account set-up, budget revision, expense transfer, check requests, closing-out grants and contracts, etc.
4. Coordinates department's activities; recommends goals and objectives; provides inputs and participates in the development and implementation of policies and procedures for the department.
5. Prepares periodic financial reports due to funding agencies; distributes monthly Grant Funds Report of all college grant-funded projects to appropriate individuals.
6. Conducts quarterly grant meetings to review fiscal and performance compliance for all active grant-funded projects; answers questions and provides information to the public as requested; investigates complaints and recommends corrective action as necessary to resolve complaints.
7. Serves as department liaison to Resource Development, Budget, Payroll, General Ledger, Human Resources, Procurement and Accounts Payable departments in assisting project directors and staff with preparing and developing budget and managing grants and contracts.
8. Supervises staff including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
9. Maintains knowledge in current development relating to area of responsibility.
10. Maintains knowledge of current federal issues relating to Grants & Single Audits of state, local government and non-profit organizations; interprets OMB (Office of Management and Budget) circulars for grants and contracts.
11. Review the steps for student financial Aid awards from eligibility to ineligibility and how to reduce College liability



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12. Determine the cause of the return to title IV funds to the Department of Education (DOE), based on the federal guidelines and regulations.
13. Review/analyze the ineligible students to see if/how CPCC can recover the money from student's debit cards using Higher One reports.
14. Coordinate between Financial Services and Financial Aid to implement the recommendations that financial Aid presented during the Return of Title IV meetings.
15. Maintain reporting of Federal Financial Aid programs including budget, revenue and expense reports. Prepare monthly Federal Financial Aid reconciliations between the fund Management, G5 and General Ledger and resolve the differences found in the reconciliations.
16. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to Controller, Finance and GL Systems

Direction Given: Directly supervises accounting support staff in the Grants & Contracts / Financial Aid Accounting Department

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business, Accounting/Finance or equivalent. At least 3 years in Datatel experience related to AR/CR FA and GL modules. Familiar with the federal cash drawn down and the cash reconciliation between the College financial Services/ Financial Aid and Federal bank system.

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations using knowledge of Financial Services and Financial Aid in order to provide the best recommendation to senior management to change current process to reduce students accounts receivable due to the increase of Financial Aid awards

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from groups of managers, clients,



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customers, and the general public

Ability to define problems, collect data, establish facts, and draw valid conclusions

In order to perform this job successfully, an individual should have knowledge of Office and Spreadsheet software, and Accounting software

Other Knowledge, Skills and Abilities: Knowledgeable in Federal Guidelines for Grants including OMB Circular A-21 (Cost Principles for Educational Institutions - Allowable and Unallowable Cost), OMB-A-133 (Audits of States, Local Government and Non-Profit Organizations), Federal GAPS (Grant Administration and Payment System) processes and IDC (Indirect Cost) proposal; supervisory skills, presentation and training skills

Working Conditions:

Typical office environment.