

JOB TITLE: Grants and Contracts Officer**DEPARTMENT:** Comptroller's Office**DIVISION:****SECTION:****1. BASIC FUNCTION:**

The Grants and Contracts Officer is responsible for performing Grants/Contracts accounting and management functions, performing Grants/Contracts management oversight and coordination, conducting periodic reporting in compliance with each grant requirements and protocol, maintaining all related transactions, records and documentations in line with accepted established procedures.

2. DUTIES PERFORMED:

- a. Performs Grants/Contracts accounting and management functions. Sets up new grants and contracts on Oracle System and appropriate workbook of all grant activities and status; implements grant revision amendments and closeouts in a timely manner; prepares financial reports internally and for third party.
- b. Maintains current status of grants and related expenses; provides assistance to faculty members and department directors in the analysis of the grant performance and in the development of corrective measures as required; tracks receipt of funds and subsequent payments to vendors within prescribed Donors' guidelines; reviews purchase requisitions and payments against approved contract budgets to ensure compliance with budget and contract restrictions; identifies problem areas and recommends corrective solutions.
- c. Conducts periodic account analysis, reconciliation and reporting. Conducts periodic Grant/Contracts analysis to ensure accuracy and compliance; gathers, analyzes and interprets related information; conducts account closing; prepares periodic reports in a timely manner.
- d. Maintains all related records and documentation in compliance with approved regulations and established procedures. Reviews and checks terms of the grants/contracts to ensure the compliance with accounting principles and procedures.
- e. Assists auditors as needed and prepares any necessary schedules or analysis.
- f. Supervises the timely processing of all grants and contracts close-outs.
- g. Supports activities of accounting staff in the areas of fiscal management, audit and financial reporting.
- h. Performs other related duties as requested.

AUB

JOB DESCRIPTION JOB TITLE: Grants and Contracts Officer

3. WORK CONTACTS:

Works closely with Directors and faculty members at AUB.

4. INDEPENDENCE OF OPERATION:

Reports to the Gifts, Grants, and Contracts Manager. Works according to established policies and professional standards. Completed work is subject to subsequent review.

5. SUPERVISORY RESPONSIBILITY:

Supervises accounting clerks and support staff in the section.

6. PHYSICAL EFFORT:

Minimal.

7. WORK CONDITIONS:

Clean and pleasant.

8. MINIMUM REQUIREMENTS:

- a. BBA degree.
- b. 5 years experience in grants, accounting or related field.
- c. Strong interpersonal and communication skills.
- d. Good familiarity with commonly used word processing, spreadsheet, and database software packages.
- e. Good knowledge of English and Arabic.