



**UNC GREENSBORO**

Director of Contract & Grant Accounting  
University of North Carolina at Greensboro  
Greensboro, North Carolina

## THE SEARCH

The University of North Carolina at Greensboro (UNCG or the University) seeks a strategic, collaborative, and innovative leader to serve as the next Director of Contract and Grant Accounting (CGA). This is an incredible opportunity to join an institution that is on the road to becoming an R1 university with exciting developments in research, community-engaged scholarship, as well as new institutes launching in the near future. UNCG has been providing access and excellence since its founding in 1891 as a women's college (and as one of the three original institutions of the University of North Carolina System) and now as a public, coeducational, doctoral-granting, residential university, serving a vast array of students.

Recognized by the Carnegie Foundation for high research activity and community engagement, some of UNCG's many strengths are its breadth and depth in research, scholarship, and creative activity, including robust undergraduate as well as graduate research programs. Currently, UNCG is a community-engaged R2 doctoral university with 17 interdisciplinary centers and institutes. The past eleven years have seen growth of the research enterprise, with fiscal year 2023 boasting the highest external funding in the institution's history at \$67 million, with fiscal year 2024 reaching \$65 million, with research expenditures up 64% since FY19-20. Over 700 undergraduate students engage in research each year, which is an example of the institution's commitment to student success and social mobility.

UNCG's scholarly advances and innovation have a direct impact on people and communities, and UNCG faculty, staff, and students have been recognized for their community partnerships by multiple organizations including the Association of Public and Land-Grant Universities, the Academy of Community Engagement Scholarship, and the International Association for Research on Service-Learning and Community Engagement.

Reporting to the Associate Vice Chancellor for Finance, the Director will be the lead campus representative for post-award accounting activities with a focus on effective post-award grant management in an academic setting, ensuring compliance with federal, state, system, and campus regulations. The role involves leadership and collaboration with external agencies, faculty, research deans, and the Office of Research, executed with independence, innovation, specialized knowledge, and accuracy. This position is

responsible for all research-related grant and contract activities, including post-award financial and non-financial actions, with emphasis on compliance, cash management, and financial reporting. The Director has a fiduciary responsibility to all external funding agencies to monitor funds entrusted to the University to ensure funds are not misused and to maintain the University's integrity. They are responsible for resolving audit exceptions/disallowances.

The ideal candidate for this opportunity will be an effective leader, a natural collaborator, and a skilled communicator who will bring a depth of knowledge and experience in direct grants and contracts/research finance in a higher education setting and a clear understanding of general accounting. They will also have a strategic, decision-enabling mindset and keen financial acumen that will allow them to effectively lead the Office of Contract and Grant Accounting and serve as an effective collaborator with internal and external stakeholders.

The University has retained the services of Isaacson, Miller, a national executive search firm, to assist in conducting this important search. All inquiries, applications, and nominations should be directed in confidence to the search firm, as indicated at the end of this document.

## UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

[UNCG](#), located in the Piedmont Triad region of North Carolina, is one of only 40 doctoral institutions recognized by the Carnegie Foundation for both [high research activity](#) and [community engagement](#). Founded in 1891 and one of the original three [UNC System](#) institutions, UNCG is one of the most diverse universities in the state, with over 18,000 students and 2500 faculty and staff members. Its academic portfolio includes 69 majors in over 130 areas of study, as well as 52 master's, 26 doctoral programs, and 73 graduate certificates. UNCG is consistently recognized nationally among the top universities for academic excellence and value, with noted strengths in business, health and human sciences, visual and performing arts, nursing, education, and more.

For the 25th year, UNCG was recognized as one of the nation's best institutions for undergraduates and one of the best regional colleges in the south by the Princeton Review. It is also one of 12 institutions named to the Association of Public and Land-grant Universities' Southeastern Cluster, dedicated to improving the transfer student experience. UNCG consistently ranks as the top university in North Carolina and the nation for social mobility.

For additional information, please visit [uncg.edu](http://uncg.edu).

## GREENSBORO, NORTH CAROLINA

[Greensboro](#) is a historic and thriving city with a population of over 300,000 and seven institutions of higher education. Located in the Piedmont Triad region of North Carolina and between the larger cities of Charlotte and Raleigh, Greensboro offers a wide range of cultural, culinary, and arts opportunities,

including a new performing arts center. Greensboro's public parks, gardens, greenway, bike trails, and easy access to the coast and mountains offer a rich variety of recreational opportunities. The local metropolitan area (which includes the cities of High Point and Winston-Salem) has a population of over 1.7 million and boasts a low cost of living and an excellent quality of life. Nearly 80% of UNCG alumni have stayed in North Carolina, highlighting the institution's impact on the state's economy.

## RESEARCH AND ENGAGEMENT

Recognized by the Carnegie Foundation for high research activity and community engagement, some of UNCG's many strengths are its breadth and depth in research, scholarship, and creative activity, including robust undergraduate as well as graduate research programs. Currently, UNCG is a community-engaged R2 doctoral university with 17 interdisciplinary centers and institutes, with aspirations to move to R1 status.

The past eleven years have seen growth of the research enterprise, with fiscal year 2023 boasting the highest external funding in the institution's history at \$67 million, with research expenditures up 54% since FY19-20. Over 700 undergraduate students engage in research each year, which is an example of the institution's commitment to student success and social mobility.

UNCG's scholarly advances and innovation have a direct impact on people and communities, from redesigning the humanities to using natural products to cure cancer to developing a new patent that uses virtual reality to retrain people who have trouble walking. A leader in community-engaged scholarship, UNCG faculty, staff, and students have been recognized for their community partnerships by multiple organizations, including the Association of Public and Land-Grant Universities, the Academy of Community Engagement Scholarship, and the International Association for Research on Service-Learning and Community Engagement.

## CONTRACT AND GRANT ACCOUNTING

The Office of Contract and Grant Accounting (CGA) partners with Principal Investigators, faculty, and staff to provide comprehensive post-award oversight and guidance to ensure external funds are utilized in a manner consistent with university, sponsor, state, and federal guidelines. CGA facilitates and manages all financial aspects of sponsored research administration for over \$70 million in sponsored awards each year while developing and maintaining strong relationships with campus partners and external sponsors. CGA protects the University's interest by ensuring accurate and compliant accounting of income and expenditures and is responsible for the following primary functions:

- Establish awards in financial accounting system
- New award meetings for project budget overview
- Award budget management

- Financial reporting, invoicing, and cash management
- Fringe benefit rate development, negotiation, and review
- Management and Compliance of time and effort reporting
- Training and development for research administration personnel
- Communication to increase the quality of research administration
- Fund reconciliation, project closeout, and final reporting requirements

## ROLE OF THE DIRECTOR

Reporting to the Associate Vice Chancellor for Finance, the CGA Director will be the lead campus representative for post-award accounting activities and focuses on effective post-award grant management in an academic setting, ensuring compliance with federal, state, system, and campus regulations.

The CGA Director supervises an Associate Director and a Contract and Grant Accounting Technician with indirect oversight of five Contract and Grant Accountants and a Contract and Grant Billing Accountant.

Key responsibilities for the Director will include:

- Leadership and Staff Management (20%):
  - Planning, organizing, directing, and leading the CGA professional staff to ensure the effective and efficient management of federal and non-federal grants and contracts.
  - Providing ongoing training, feedback, and problem-solving leadership to CGA staff.
  - Monitoring staff activities to address efficiencies, productivity, and identify training and development needs.
- Post-Award Accounting Oversight, Audit, and Compliance Management (20%):
  - Overseeing all aspects of Post Award Accounting, including compliance with Uniform Guidance, financial reporting, effort certifications, billing/cash management, and closeout for Federal, State, International, Foundation, and Corporate Awards.
  - Ensuring compliance with financial processes, including purchase requisitions, personnel actions, travel requests, and other financial documents, and ensuring appropriate approvals and adherence to budgetary constraints.
  - Ensuring proper closeout of grants and contracts.
  - Maintaining and updating department policies and procedures as needed.
  - Coordinating with State Auditors, federal auditors, and private auditors during grant audits.
  - Resolving audit exceptions and disallowances to maintain compliance.

- Staying updated on Federal regulations and Cost Accounting Standards, and preparing for upcoming changes to ensure compliance.
- Financial Analysis and Reporting (20%):
  - Performing financial analysis, budget reviews, and general ledger checks to ensure accuracy and compliance.
  - Generating timely financial reports and managing billing and federal reimbursement procedures.
  - Overseeing indirect cost recovery and cost-rate negotiations.
- Communication and Relationship Management (15%):
  - Effectively communicating complex financial information to a broad audience, including principal investigators, staff, university administrators, and external agencies.
  - Demonstrating strong interpersonal and written communication skills to resolve issues, provide clear information, and build positive relationships.
  - Prioritizing timely responses to grant and contract-related inquiries while maintaining diplomacy and compliance.
- Process Improvement and Efficiency (10%):
  - Leading process improvement initiatives to enhance departmental efficiency and effectiveness.
  - Facilitating discussions between the CGA unit and colleges, faculty, principal investigators, and research administration staff to address areas for improvement and increased efficiency.
  - Providing regular post-award training for campus personnel.
- System Oversight (Banner Grants Module) (5%):
  - Serving as a Functional Lead for the Banner Grants Module.
  - Overseeing accurate entry and updates of grant information.
  - Performing periodic testing of system upgrades to ensure functionality.
- Effort Certification and Time Reports (5%):
  - Overseeing the preparation and certification of periodic Time and Effort reports to ensure accuracy and timeliness.
  - Addressing concerns and issues related to Time and Effort reports as they arise.
- Additional Responsibilities (5%)
  - Other duties as assigned

## KEY OPPORTUNITIES AND CHALLENGES FOR THE DIRECTOR

The Director of Contract and Grant Accounting will have previous knowledge and experience to successfully address the following challenges and opportunities:

- Lead the Office of Contract and Grant Accounting (CGA) in developing systems to manage post-award accounting activities and grant management to ensure continued research growth.
- Assess the structure of CGA to determine appropriate alignment and delegation of job responsibilities and proactively seek opportunities to build and increase CGA staff, as needed.
- Evaluate current workflows, processes, and systems; seek opportunities to inspire innovation and methods to create efficiencies, increase effectiveness and transparency, and improve turnaround times for the betterment of individual workloads, the office as a whole, and to best serve academic departments, the University, and external stakeholders.
- Provide leadership in the creation and implementation of trainings and other developmental opportunities for departments, staff, and fellow stakeholders on CGA processes, requirements, as well as federal, state, system, and campus regulations.
- Determine effective ways to gather data through reporting tools to inform senior leadership and other stakeholders about the work of CGA and the overall big picture when it comes to overall post-award grant management.
- Prioritize a customer service mindset while engaging in partnerships with UNCG leaders, departments, and units embodying a spirit of problem solving, collaboration, and support.
- Work with senior leadership to assess responsibilities that fall to CGA and opportunities for realignment of work responsibilities for increased productivity

## QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate for this opportunity will be an effective leader, a natural collaborator, and a skilled communicator. They will also have a strategic, decision-enabling mindset and keen financial acumen that will allow them to effectively lead the Office of Contract and Grant Accounting and serve as an effective collaborator with internal and external stakeholders. While no single candidate will have all of the qualifications, the search committee seeks candidates with a well-rounded combination of the following qualifications and characteristics:

- Four-year degree in accounting or business, with a minimum of 3 years' experience in a contracts and grants-related field emphasizing management, planning, and systems.
- Research administration training through professional research organizations like NCURA and SRA is a plus with demonstrated experience managing diverse portfolios.

- Leadership and human resource management skills are critical to this position.
- Knowledge and understanding of federal and state regulations, as well as abilities in comprehension of intricate contract terms and conditions, contract law stipulations, constraints, etc.
- Skilled in use of computers, including data mining through the use of the Internet, word processing, and spreadsheet applications.
- Experience with research finance and accounting systems, such as Banner, is required.
- A clear understanding of general accounting is critical.
- Demonstrated understanding of financial grants management and non-profit and/or industry funding.
- Highly proficient in gathering data, analyzing facts, and preparing reports.
- Highly effective communicator both verbally and in writing.
- Strong collaborator and ability to work with internal and external stakeholders.
- Knowledge of higher education operations preferred.

## APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website: <https://www.imsearch.com/open-searches/university-north-carolina-greensboro/director-grants-and-contracts-accounting>. Electronic submission of materials is strongly encouraged.

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