



LANGSTON UNIVERSITY

Office of Human Resources

Compensation Service * Benefits Services * Employment Services * Student Employment Services

POSITION ANNOUNCEMENT

November 30, 2010

POSITION TITLE: COMPLIANCE MANAGER (Main Campus)

NATURE OF POSITION: Responsible for the review of grants, contracts, and federal program proposals and acceptance routings to assure compliance with LU Policy and Procedures, OMB Circulars, and other applicable federal and state regulations. Sign proposal and acceptance routings indicating Grants and Contracts approval. Formulate solutions for problems related to sponsored agreement clauses and provide academic areas and central administration with recommendations. This position is also responsible for monitoring all post-award activities of federal programs and reviewing expenditures and reports submitted for reimbursement.

DUTIES AND RESPONSIBILITIES: Ensure the University's compliance with OMB Circulars, Federal Acquisition Regulations and other federal and state regulations related to grants, contracts, and other sponsored programs. Ensure all reporting requirements and documentation standards for sponsored agreements are met. Ensure that grant accounting procedures are adequately documented according to Circulars A-11- and A-21. Ensure that all subcontracts meet applicable audit requirements. Coordinate legal review of sponsored agreements with Legal Counsel through the Vice President of Fiscal Affairs. Review and approve all final financial reports and authorize their submissions to the sponsors. Review and approve all journal entries related to sponsored agreements. Oversee the cash draw down process for federal programs. Monitor accounts receivable for adequate cash flow in Fund 430 and contact external funding agencies regarding payment of past due accounts receivable for sponsored programs. Identify sponsored agreement-related problems that must be resolved and acquire sufficient facts relevant to the problem(s); properly consider the problem; be creative, yet pragmatic, in posing solutions; visualize and present alternative approaches. Advise research areas and respond to questions on policies and guidelines for sponsored agreements. Provide assistance and coordinate the audit requests of external auditors or federal auditors with regard to A-133 audit. Keep abreast of current technical developments by reviewing publications and attending professional seminars. Identify and advise appropriate central administration regarding potential sponsored agreement problems, evaluates significance of problems, and assesses the degree of inherent risk in terms of financial exposure for the University.

(Over)

An Equal Opportunity/ Affirmative Action Employer/ADA -

P.O. Box 1205
Page Hall, Room 222

Langston, Oklahoma 73050

Phone: (405) 466-2985
Fax: (405) 466-6002

QUALIFICATIONS REQUIRED: Bachelor's degree in Accounting or business field. Two to three years experience in grants/contracts/sponsored agreements; auditing experience and supervisory experience. Proficient knowledge of general office equipment, including personal computers, printers, typewriters, fax machines, telephones, copiers, mainframe systems, etc. Proficient knowledge of Microsoft Excel spreadsheets and Microsoft Word. Excellent oral and written communications skills. Ability to multitask on a daily basis. Self-motivated and ability to work independently, as well as working with others of various positions and disciplines. Working knowledge of OMB Circular A-110, "Uniform Administrative Requirements," OMB Circular A-21, "Cost Principles," and OMB Circular A-133, "Single Audits," including knowledge of cost accounting and indirect cost proposals. DESIRED: CPA Preferred.

Candidates must provide verifiable documentation of identity and eligibility for employment, as required by the Immigration Reform and Control Act (IRCA) of 1986.

SALARY: The successful candidate will receive a salary that is commensurate with her qualifications and experience.

TO APPLY: Send letter of application, current resume, official transcript(s), three current letters of recommendation, and official Langston University Application. (The application can be downloaded at www.lunet.edu) Please send all documents to:

LANGSTON UNIVERSITY
Human Resources Office
Post Office Box 1205
Langston, Oklahoma 73050
(405) 466-3203

Candidate credentials must be received no later than **December 15, 2010**.

Langston University is in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal Laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.