Job Summary:
The Accounting/Compliance Officer serves as the expert on accounting matters pertaining to grant and contracts and other accounting compliance issues including payroll transactions. The Accounting/Compliance Officer will ensure that the university’s grants and contracts are in compliance with the rules and regulations of regulatory agencies. The Accounting/Compliance Officer is responsible for reviewing proposed grant and contract applications; working with grant and contract managers to identify compliance requirements; and for periodic review of grants and contracts to assure compliance. The Accounting/Compliance Officer will also review payroll coding transaction for new and existing faculty, staff and student employees to insure proper entry into the payroll system. The Accounting/Compliance Officer will review that classifications and salary or hourly rates are coded properly.

Essential Functions:
1. Develops, initiates, maintains, and revises policies and procedures for the general operation of the Accounting/Compliance Program and its related activities to insure compliance.
2. Oversees program compliance related to grants, contracts, and regulatory issues.
3. Interprets regulations and changes to regulations, contracts, and grant documents to set compliance standards.
4. Reviews all documentation and works directly with grant administrators to identify compliance requirements for new grants and contracts.
5. Analyzes documentation and procedures to determine noncompliance risks.
6. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
7. Periodically reviews grants and contracts for activity compliance. Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
8. Communicates results of internal audits via written reports and oral presentations to management, administration and/or Board of Trustees.
9.Develops, coordinates, and participates in plans to educate and/or guide program, grant, and contract managers as related to compliance.
10. Provides guidance to university faculty, staff, and management on matters related to grant and contract procedures.
11. Monitors final program and financial reporting.
12. Oversees records retention related to grants and contracts.
13. Reviews and ensures proper payroll set up classifications for new and existing employees.
14. Trains staff in proper recording and classification of employees for payroll purposes, including benefits and taxes.
15. Review year end payroll accruals.

Additional Responsibilities:
1. Other duties as assigned.
2. Assignment to special projects and committees as assigned.
**Knowledge, Skills, and Abilities:**
1. Knowledge of grant and contract requirements and regulations.
2. Excellent written, oral, and presentation skills.
3. Strong analytical skills.
4. Ability to work independently, as well as with others in all levels of the University.
5. Knowledge of payroll processes, accounting and regulation related to exempt and nonexempt employees.
6. Knowledge of benefits, cafeteria plans, 403 B plans and related federal taxes.

**Education and Experience Requirements:**
1. Bachelor’s degree in finance, accounting, or business related field preferred. Master’s degree in finance, business, or related field preferred.
2. Two years of related professional experience, e.g. contract management, accounting, internal audit, or CPA firm required.
3. One year of prior knowledge of payroll processes preferred.

**Minimum Starting Pay Salary:** Actual salary offered subject to qualifications.

**Applicant deadline:** Open until filled

*OLLU is a Catholic university that seeks to attract, develop, and retain the highest quality faculty, staff, and administrators. OLLU is committed to diversity and strongly encourages applications from women and minorities.*

*EOE*