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## Auburn University Job Description

Job Title:	<b>Budget/Financial Analyst</b>	Job Family:	No Family
Job Code:	<b>AA68</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

Prepares and analyzes budget data and reporting at the institutional level, as well as for the colleges/units.

### Essential Functions

1. Assists in the development of the annual budget.
2. Prepares and analyzes quarterly management reports and reports distributed under Strategic Budget Initiative (SBI).
3. Assists in developing long-term financial models to perform revenue and expense forecasting to support the goals and strategic plan of the University.
4. Maintains SBI model documents to produce allocations, variables, and reporting.
5. Prepares Postsecondary Operations Plan, Legislative Budget Request, ACHE Needs Assessment, and any other ad hoc request by survey groups, Governmental Affairs, or other entities.
6. Serves as budget manager for select central units by meeting with and informing unit leaders of financial positions at certain times of the year.
7. Prepares statistical analyses in support of performance metrics under the SBI.
8. Reviews, analyzes, approves, and prepares budget transfers and other accounting allocations.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Accounting, Finance, Business or related field. An MBA, MA cc, or CPA can be substituted for the specific degree.
<b>Experience (yrs.)</b>	4	Experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

Knowledge of generally accepted accounting principles, budget principles specifically responsibility center management, cost accounting principles, and tools related to resource allocation.

### Certification or Licensure Requirements

None required.

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## Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/11/2017

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