
Auburn University Job Description

Job Title: **Sr. Financial Operations Administrator** Grade FO10 \$54,800 - \$93,200

Job Code: **AD88**

FLSA status: Exempt

Job Family: Financial & Business Operations

Job Function:

Job Summary

Performs a variety of responsibilities for the administration and financial operations for the McCrary Institute for Cyber and Critical Infrastructure Security. This includes high level administrative support, financial reporting, analysis, budgeting and forecasting, compliance with university requirements and policies, transaction approval, and serves as a resource for departments regarding budget and financial practices.

Essential Functions

1. Performs routine day-to-day accounting and financial duties to include (but not limited to) prepare, examine, code, and McCrary's Institute financial transactions; reviews and verifies documentation for completeness, accuracy, and compliance with policies and procedures; investigates and resolves inconsistencies and errors in financial documentation obtaining information from written policies and/or higher-level staff and escalating to the appropriate person/office as needed.
2. Initiates and/or responds to routine inquiries concerning purchasing, procurement, or payment compliance with university policy. Assists vendors with concerning payments, balances, discrepancies, or other account issues.
3. Assists in the administrative management of contracts by monitoring budget; coordinating change orders, time extensions, budget reallocations; and financial reporting from inception to close-out.
4. Supports the tracking, monitoring, and analyzing McCrary's Institute budget; Monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded; Reviews, investigates and corrects errors in financial entries, documents, and reports; ensures departmental leadership is informed regarding any and all financial issues or anomalies that may arise.
5. Prepares, reviews, and/or analyzes McCrary's Institute quarterly management statements including budget-to-actual and year-over-year actual variances; unrestricted reserve reports; and other reporting under the Strategic Budgeting Initiative.
6. Assists in the development and maintenance of data and databases; Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports on a regular or ad hoc basis.
7. Performs a variety of administrative duties, such as, human resources administration, coordination of non-financial or non-accounting matters for the McCary institute as they relate to collaborations with other Auburn University (AU) colleges and institutes, and interrelated management items within AU processes.
8. May perform other duties as assigned.

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

Auburn University Job Description

knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Accounting, Finance, Business or related field. An MBA, MA cc, or CPA can be substituted for the specific degree.
Experience (yrs.)	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.

Pre-Employment Screening Requirements

Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Date: 8/11/2023
