
Auburn University Job Description

Job Title: **Sr Assoc AD/Chief Financial**

Job Family: No Family

Job Code: **BA10**

Grade 40: \$102,500 - \$170,700

FLSA status: Exempt

Job Summary

Develops and implements overall financial policy for Athletics Department.

Essential Functions

1. Develops and implements the overall financial policy of the Athletics Department, including approving all financial decisions affecting the department.
2. Directs and oversees all departmental income and expenditures, including approval and preparation of financial reports and analyses.
3. Directs and oversees the budgeting process and develops budgetary guidelines and procedures.
4. Oversees the management of financial, personnel and systems resources.
5. Develops, directs and oversees new athletics facility planning with the Director, Athletic Facilities.
6. Negotiates, reviews, and executes the financial section of contracts entered into by the department.
7. Assures appropriate controls are in place to adequately safeguard departmental assets.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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>
Education	Four-year college degree	Degree in Accounting or related field
Experience (yrs.)	10	Experience in developing and implementing financial and accounting plans and/or policies

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, accounting principles, IRS and state tax codes, Title IX compliance rules, and state purchasing and contract guidelines.

Certification or Licensure Requirements

None Required.

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, and no lifting is required.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/5/2012
