
Auburn University Job Description

Job Title: **Sr Assoc AD/Chief Financial**
Job Code: **BA10**
FLSA status: Exempt

Job Family: No Family
Grade 40: \$104,500 - \$174,200

Job Summary

Responsible for the oversight and leadership of the business office and financial operations of the Auburn University Athletics Department.

Essential Functions

1. Provides leadership and direct oversight of the Athletics business office.
2. Prepares the annual capital expenditures budget.
3. Provides management and oversight of the Athletics Department and the Tigers Unlimited Foundation budgets while directing the implementation of policy and procedure development.
4. Serves as the Athletics Department point of contact and liaison with University leadership on all financial matters involving the department to include budgeting, financial forecasting, capital expense planning, debt service oversight, university and internal audit processes, and concessions operations.
5. Responsible for all financial reporting required by University Trustees, University Office of Business and Finance, the NCAA, SEC, and any other regulatory agencies.
6. Provides oversight and post-project analysis on all major capital expenditure projects.
7. Prepares and updates long-term financial projections and forecasts.
8. Oversees the preparation of financial statements and certifies their accuracy.
9. Provides financial analysis to leadership team colleagues and assists them in enhancing revenues and/or reducing costs.
10. Oversees all athletics department-related procurement activities.
11. Provides oversight of the Athletics Office of Information Technology unit.

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 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

Certified Public Accountant

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, .

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: 6/23/2014
