
Auburn University Job Description

Job Title:	Asst AD, Foundation Finance	Level I	Grade 36 \$59,700 - \$99,600
Job Code:	BA69	Level II	Grade 37 \$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Responsible for the planning, directing, and controlling financial, budgeting and accounting functions for the Tigers Unlimited Foundation (TUF).

Essential Functions

1. Oversees and monitors the TUF's financial condition and reporting requirements, including but not limited to, annual financial reports, NCAA Agreed-Upon Procedures, IRS Form 990 and other recurring and special reporting as needed to ensure that financial information is recorded and reported within compliance with accounting standards and Federal, State, NCAA, and SEC regulations.
2. Oversees financial audits for the Foundation and NCAA Agreed-Upon Procedures for the Foundation, including negotiation of findings with auditors and development of management responses to findings.
3. Oversees and provides accounting services and support to the TUF, such as financial reporting, budget and related financial services.
4. Attends board meetings and audit committee meetings and may be called upon to make presentations to TUF Board of Directors and Audit Committee.
5. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
6. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.



Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position plus 5 years of experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

Focus of Education

Degree in Accounting or related field

Focus of Experience

Experience in financial reporting and auditing

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.

Certification or Licensure Requirements:

Certified Public Accountant (CPA)

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.

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: 10/16/2014
