
Auburn University Job Description

Job Title:	Exec Budget Coord-Acad	Job Family:	No Family
Job Code:	DB11	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Reports directly to an Academic Dean and performs administrative work relating to management and analysis of budgets and financial administration, purchasing, complex events/meetings or projects or other areas involving decision-making authority.

Essential Functions

1. Makes significant decisions or key recommendations concerning financial and budget planning, analysis, monitoring, and allocation/reallocation for financial and budget administration decisions.
2. Coordinates grant proposal budgets, grant procurement, and grant expense management.
3. Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or major harm to university reputation and/or relationships with students or other internal or external groups or the general public.
4. Oversees departmental purchases and may negotiate with vendors in accordance with the University's Small Dollar Threshold policy.
5. Plans and facilitates large complex project or event administration.
6. Serves as public contact or formal liaison to external agencies, participates in university committees or processes outside own department, and supervises contract/grant-related administration or other compliance-related reporting or auditing.
7. Develops management information reports and analysis.

Supervisory Responsibility

Full supervisory responsibility for non exempt 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.

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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, Finance, Business or related field
Experience (yrs.)	5	Experience in complex budgeting and financial support services

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 sound budgeting practices, and state and federal contract and grant 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.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/31/2014
