
Auburn University Job Description

Job Title: **Mgr, TUF Financial Services**

Job Family: No Family

Job Code: **DF12**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Manages the financial data process and supervises staff in calculating, posting, and verifying financial data for the Tigers Unlimited Foundation (TUF).

Essential Functions

1. Oversees TUF's financial management to include processing gifts, ticket purchases, and any amounts due and outstanding.
2. Supervises and participates in preparing materials requiring analyses of supporting documents and ensures entries are entered into systems properly.
3. Studies and standardizes procedures to improve efficiency.
4. Identifies, resolves problems and inconsistencies, and determines appropriate corrective action. Keeps supervisors informed of any major irregularities or compliance risks.
5. Communicates and coordinates accounting policies and procedures with departments, university employees, students, vendors, donors, and/or customers.
6. Manages the maintenance of financial files and may serve as archival coordinator.
7. Compiles regular reports and composite reports from individual reports of subordinates.
8. Maintains relationships and contact with donors to ensure payment of outstanding amounts.
9. May perform human resources related duties to include timekeeping.
10. Regularly monitors IRS guidelines and CASE Management and Reporting Standards to ensure compliance. Ensures all Auburn and Tuf policies and procedures are followed.

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.

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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, or Business.
Experience (yrs.)	5	Experience in financial support services. One year of experience supervising full time staff.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of financial record management, and basic accounting principles and practices. Developed supervisory skills.

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, .

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

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

Date: 8/30/2019
