Auburn University Job Description

Job Title: Mgr, NCAT Fiscal & Bus Adm
Job Code: EA98
FLSA status: Exempt

Job Summary
Manages the financial and business functions of the National Center for Asphalt Technology (NCAT).

Essential Functions
1. Plans, develops, executes, and manages the financial, general business, administrative, and human resources strategies and programs of NCAT.
2. Compiles and analyzes financial information to prepare account entries; audits expenditures, documents transactions, and ensures financial/administrative requirement compliance.
3. Serves as a liaison between researchers, staff, and sponsors to advise and assist with the preparation, review, and submission of various financial documentation.
4. Assists the NCAT Director with high-level programmatic support duties related to all aspects of finance, general business, human resources responsibilities, and Board of Director relationships.
5. Develops financial strategies to ensure the operating viability of NCAT through analysis of assets and liabilities; prepares reports summarizing the current and projected financial state of NCAT.
6. Assists in the administrative preparation and submission of proposals and management of awards.
7. Prepares and presents reports and information to an independent Board of Directors; ensures that all fiduciary responsibilities of the partnership are fulfilled.
8. Recommends and implements improvements to accounting practices, systems, and procedures, and provides directors and managers with analysis, projections, and trends.

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

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Accounting, Finance, Business Administration, or related field</td>
</tr>
</tbody>
</table>

Experience (yrs.) 4
Experiences in general business practices

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 financial practices and procedures and general business operations

Certification or Licensure Requirements
None Required

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 6/20/2012