
Auburn University Job Description

Job Title:	Mgr, NCAT Fiscal & Bus Adm	Job Family:	No Family
Job Code:	EA98	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Manages the business, financial, facility, and personnel functions of the National Center for Asphalt Technology (NCAT).

Essential Functions

1. Serves as the Business Manager for NCAT: plans, develops, executes, and manages the financial, general business, administrative and human resources strategies and programs of NCAT. Provides high-level programmatic support by recommending and implementing improvements to accounting practices, systems, and procedures, and by providing directors and managers with analyses, projections, and trends necessary to keep NCAT at the forefront of the asphalt pavement research industry. Develops financial strategies to ensure the operating viability of NCAT through analysis of assets and liabilities. Creates reports summarizing the current and projected financial state of NCAT. Prepares and monitors the operating budget for NCAT and provides analysis for funding activities, business operations, project accounting, and budgetary counsel in support of NCAT's strategic plan. Ensures that all fiduciary responsibilities of the partnership with the National Asphalt Pavement Association (NAPA) and the National Asphalt Pavement Association Research and Education Foundation Inc. (NAPAREF) are fulfilled. Manages the finances so that adequate reserves are available to meet future needs.
 2. Compiles and analyzes financial information to prepare account entries, audits expenditures, documents transactions, and ensures financial/administrative requirement compliance. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within NCAT. Prepares and aids in presentation of reports and information semi-annually to an independent Board of Directors. Advises and/or assists in the administrative preparation and submission of proposals and management of awards. Reviews documentation for compliance with University, legal, cost accounting standards, and other guidelines. Acts as liaison between the faculty, staff, Engineering Business Office, Office of Sponsored Programs, and Contracts & Grants. Responsible for both pre- and post-award financial management for an average of 75-100 active contracts. Manages the finances of two Service Centers.
 3. Responsible for the day-to-day management of NCAT properties, ensuring that the buildings and grounds are well kept and presentable (NCAT facilities are maintained independent of AU facilities). Heads the Continuous Improvement Team to evaluate building needs. Writes RFPs for maintenance contracts and negotiates through PPS for best values. Informs the Director of present and potential problems, and makes suggestions for new or improved ways of addressing problems.
 4. Advises management on personnel issues and decisions such as classification, employee relations, employee development and performance, and staffing. Compiles information and prepares reports, letters, memos, and job related documentation of a confidential nature. Performs duties in classification and compensation, employee benefits, employee relations, staffing and employment, employee development, and performance management. Works with AU's central human resources to ensure compliance with University policies, procedures, practices, as well as Federal and State regulations, and ensures consistency in the application of policies throughout the department. Supervises the administrative and financial staff of NCAT.
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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, Business Administration, or related field
Experience (yrs.)	4	Experience in general office management. Experience mentoring and/or supervising employees.

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: 11/11/2016
