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## Auburn University Job Description

Job Title: **Exec Dir, Business Services**

Job Family: No Family

Job Code: **ED27**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Directs all activities related to updating, developing, implementing and maintaining policies, procedures, internal controls, and training programs for AU business operations for both administrative and academic divisions.

### Essential Functions

1. Creates, implements, and maintains a campus-wide training program for Auburn's business services to educate business staff in both administrative and academic divisions on relevant policies, procedures and regulations.
2. Develops, updates, and maintains procurement and payment policies and procedures with applicable parties to include up-to-date state and federal laws and regulations.
3. Reviews all issued internal control reports for impact on business processes and follows-up for implementation for both administrative and academic divisions.
4. Ensures adequate and timely communications from the department to campus.
5. Develops and delivers an orientation to AU business operations for all new employees hired into business roles at Auburn within administrative and academic divisions.
6. Performs other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Accounting, or related field.
<b>Experience (yrs.)</b>	10	Management experience in business services with progressively increasing levels of responsibility and accountability at a large, complex organization. Must have 2 years directly managing full-time employees. Must have 2 years experience in a higher education or state agency environment.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Requires in-depth knowledge of theories and practices in various business services including but not limited to Human Resources, Budget Management, Accounting Services, and Procurement and Payment Services. In-depth knowledge of business and management practices including accounting principles and procedures, IRS tax laws, State of Alabama bid laws, and purchasing methodologies.

#### Certification or Licensure Requirements

None Required.

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### 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, and walking.

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

Date: 8/24/2017

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