
Auburn University Job Description

Job Title: **Dir, Adm/Bus & Fin, HSOP**

Job Family: No Family

Job Code: **EH07**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Directs, administers, and oversees fiscal and business operations of the Harrison School of Pharmacy (HSOP).

Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the HSOP, including all funding activities.
2. Prepares and monitors the operating budget for the HSOP and provides financial reporting and analysis for funding activities, business operations, and project accounting.
3. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters related to the HSOP.
4. Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and Auburn University guidelines are employed.
5. Oversees human resources activities for the HSOP.
6. Assists with strategic planning, reaccreditation, organizational analysis, and business development.
7. Serves as facilities manager for the building and infrastructure.
8. Oversees the information technology operations of the school and ensures efficient use of such technology for faculty, staff, and students.
9. Provides oversight for special events for the HSOP.
10. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.

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 related field
Experience (yrs.)	6	Experience in accounting, financial management, and business operations

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

Knowledge of accounting, budget, and management principles and practices

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, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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

Date: 5/6/2013
