Auburn University Job Description

Job Title: Mgr, Development Acct
Job Code: KA02
FLSA status: Exempt

Job Summary
Directs the gift accounting and reporting for Auburn University and the subsequent disbursement of gifts held within separately-incorporated charitable organizations that support Auburn University.

Essential Functions

1. Directs assigned functions in the gift processing and receipting area of Auburn University for all contributions received from non-government sources, with the exception of those requiring management by Contracts and Grant office.
2. Prepares surveys and special reports of the philanthropic activities of Auburn University for various sources such as Council for Aid to Education, Chronicle of Philanthropy and/or other external reporting purposes consistent with the guidelines of the requesting agency or organization.
3. Reviews and approves requests for new gift report programming and serves as quality control monitor for the resulting reports prior to the release to the requestor or to be put into production.
4. Directs the approval and processing of vouchers for payment from gift funds held within Auburn University Foundation or Tigers Unlimited Foundation budgets.
5. Assists the Director of Development Accounting in developing financial forecasts and annual budgets for the various Development units.
6. Prepares BCO’s and effects fund transfers to establish or adjust budgets within Auburn University Foundation and/or Tiger Unlimited Foundation.

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 or related field</td>
</tr>
</tbody>
</table>

| Experience (yrs.) | 3 | Experience in accounting services |

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 accounting principles related to gifting standards in higher education such as IRS gift receipting. 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 walking, sitting, handling objects with hands, .

Job occasionally requires standing, reaching, talking, hearing, and lifting up to 10 pounds.

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

Date: 1/4/2012