
Auburn University Job Description

Job Title: **Asst Dir, Development Acct**
Job Code: **KA10**
FLSA status: Exempt

Job Family: No Family
Grade 35: \$51,900 - \$86,400

Job Summary

Assists in the direction of accounting and financial reporting activities for Auburn University Development Office and its foundations.

Essential Functions

1. Assists in the direction of financial record maintenance for Auburn University Development Office and its foundations.
2. Recommends improvements in accounting procedures, practices, systems, files, and considers implications of alternatives.
3. Prepares, reviews, and edits financial, statements, records, and reports.
4. Coordinates, prepares, processes, and maintains records of financial transactions such as journal entries, payment vouchers, cash collection reports, internal transaction vouchers, beginning balance adjustments, and creating and maintaining accounts.
5. Oversees and assists in the reconciliation of financial records and external bank accounts with official university accounting records.
6. Directs bond investments, maintains and reconciles bond records from trustees with University records, and ensure payments are made to bondholders on a timely basis.
7. May assist in coordinating visits and aiding federal, state, external, and/or internal auditors in performing their duties and responsibilities.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting, Finance or related field
Experience (yrs.)	5	Experience in financial reporting and auditing

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 accounting principles, practices, and the analysis of financial data.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/16/2011
