
Auburn University Job Description

Job Title: **Assoc VP, Business & Finance**

Job Family: No Family

Job Code: **KA12**

Grade 42: \$135,600 - \$225,800

FLSA status: Exempt

Job Summary

Manages financial administrative functions of all divisions including financial reporting, payroll and benefits, contracts and grants accounting, payables, purchasing, budget, bursar and special funds accounting, and information systems support.

Essential Functions

1. Directs and provides leadership to business office departments including staffing, budgets, goals, projects, policy, and procedure development.
2. Provides financial management for Auburn University, including administrative systems, compliance to federal, state and other regulations, sound business practices and internal controls, bond issuance, and audits.
3. Advocates, recommends, oversees implementation and training of new programs and concepts based on technology, compliance initiatives, reporting requirements, and new industry direction.
4. Oversees coordination between and among campus departments and divisions as related to financial processes, resolving problems and issues as needed, and providing communication to campus.
5. Oversees development of financial information for Executive Vice President and senior administration for external and internal constituents such as Trustees, state officials, bond rating agencies, newspapers, and participates in internal decision making.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Business, Management, Finance, Accounting, or related field
Experience (yrs.)	8	Experience in financial and business management in various areas such as financial reporting, payroll and benefits, contracts and grants accounting, payables, purchasing, budget, bursar and special funds accounting, and information systems support

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 governmental, financial, cost accounting standards, IRS and other federal regulations including OMB A-21, OMB A-133 and generally accepted accounting principles and standards.

Certification or Licensure Requirements

Certified Public Accountant desired

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, talking, hearing.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/16/2011
